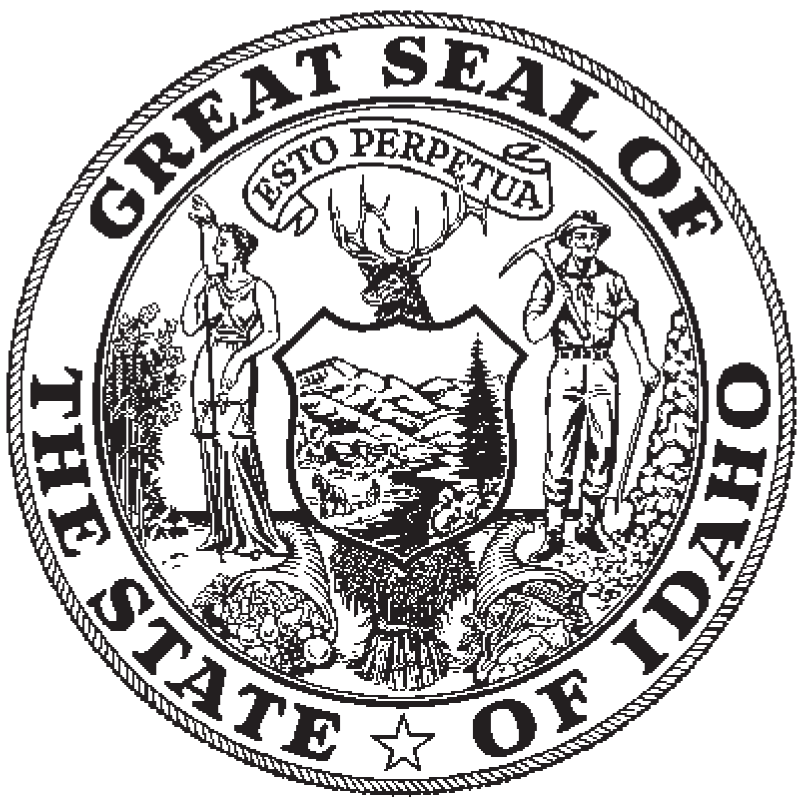
# 2008
# Campaign Disclosure Manual
# for
# Candidates
# and
# Political Committees




Prepared Under the Authority of
Ben Ysursa
Secretary of State
Idaho

**STATE OF IDAHO**
OFFICE OF THE SECRETARY OF STATE
BEN YSURSA

Dear Fellow Citizens:

In 1974, the Sunshine Law for Political Funds and Lobbyist Activity Disclosure was enacted through the initiative process. The Campaign Disclosure provisions of this law require Candidates for state office and certain political organizations to report their campaign related financial activities to the Secretary of State.

This instructional manual has been prepared for those required to report in order to clarify and explain their responsibilities under the law. Any suggestions you may have as to the improvement, the forms, or the administrative procedures utilized to carry out the provisions of the Sunshine Law will be most welcome.

In closing, I would like to express my appreciation to the various Candidates and Political Committees for their cooperation and assistance in achieving the goal of public disclosure.

Sincerely,

Ben Ysursa
Secretary of State

P.O. Box 83720, Boise, Idaho 83720-0080
Elections Telephone: (208) 334-2852, FAX: (208) 334-2282
Located at 304 North 8th, Ste. 149

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# INTRODUCTION

The Sunshine Law for Political Funds and Lobbyist Activity Disclosure was enacted in 1974 through the initiative process. The Secretary of State has the responsibility of administering Idaho's Sunshine Law for Campaign Disclosure. Since the implementation, the Secretary of State's Office has strived to increase accessibility to all of Idaho's citizens.

This guide has been created to aid Candidates and Political Action Committees in meeting the requirements of the Sunshine Law.

Scanned campaign reports from Candidates and Political Action Committees, an online searchable database containing information from each campaign report, blank reporting forms, manuals, and general election information can be found on the Secretary of State's website at www.sos.idaho.gov. Questions regarding the Sunshine Law and Election Laws along with requests for information, manuals, forms and filed reports can be directed to:

Ben Ysursa
Secretary of State
Attn: Election Division
PO Box 83720
Boise, ID 83720-0080
Phone: (208) 334-2852
Fax: (208) 334-2282
Email: elections@sos.idaho.gov

# WHO IS REQUIRED TO REPORT

**Who is required to report to the Secretary of State?**

Candidates
Political Committees

**What other items are required to be reported to the Secretary of State?**

Independent Expenditures
Electioneering Communications
Statement of a Nonbusiness Entity

## CANDIDATES

**Who is considered a Candidate?**

Any individual actively seeking nomination or election to a state office.

**What offices are considered state offices and require reporting to the Secretary of State's Office?**

| | | |
|---|---|---|
| Governor | State Treasurer | Judge of the Appellate Court |
| Lieutenant Governor | Attorney General | Judge of the District Court |
| Secretary of State | Superintendent of Public Instruction | State Senator |
| State Controller | Justice of the Supreme Court | State Representative |

**When does an individual become a Candidate?**

An individual becomes a Candidate when he or she does any one of the following:

a) Receives contributions or makes expenditures or reserves space or facilities with intent to promote his or her candidacy for office.
b) Announces publicly his or her intent to run for office.
c) Files an Appointment of Political Treasurer (C-1).
d) Files a Declaration of Candidacy form during the Candidate filing period.
e) Current officeholders are considered Candidates until the Candidate filing deadline for the next election for his or her office.

**Can an individual inquire about support for his or her candidacy without becoming a Candidate?**

According to the Attorney General's Opinion No. 77-29, "Those using personal funds to travel to various areas of the state to inquire about support for a proposed candidacy are not "candidates" if they limit their activities to seeking advice concerning their potential candidacy. However, one becomes a "Candidate" by either making broad based public contacts regarding his candidacy or by making any contacts aimed primarily at soliciting campaign staff, volunteers, or financing."

## POLITICAL COMMITTEES

**What is a Political Committee?**

An individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of people become a Political Committee when any of the following occur:

a) They are specifically designated to support or oppose any Candidate or Measure.
b) They receive contributions and make expenditures in an amount exceeding five hundred dollars ($500) in any calendar year for the purpose of supporting or opposing one (1) or more Candidates and/or Measures.

*Any entity registered with the federal election commission shall not be considered a political committee for the purposes of this chapter. (Section 67-6602(n), I.C.)*

**When does a recognized local political party committee become a Political Committee?**

A county, district or regional committee of a recognized political party is not required to file as a Political Committee with the Secretary of State's Office unless the party committee has expenditures exceeding five thousand dollars ($5,000) in a calendar year.

## INDEPENDENT EXPENDITURES

**What is an Independent Expenditure?**

"Independent expenditure" means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, "expressly advocating" means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression of such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject." (Section 67-6602(i), I.C.)

**NOTE: For additional information regarding Independent Expenditures and instructions for completing the Independent Expenditure Reports, see the Independent Expenditures Section beginning on page 53.**

## ELECTIONEERING COMMUNICATION

**What is an Electioneering Communication?**

(1) "Electioneering Communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

- (i) Unambiguously refers to any candidate; and
- (ii) Is broadcasted, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and
- (iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office. (Section 67-6602(f), I.C.)

**NOTE: For additional information regarding Electioneering Communication and instructions for completing the Electioneering Communication Report, see the Electioneering Communication section beginning on page 61.**

## STATEMENT BY A NONBUSINESS ENTITIES

**What is a Nonbusiness Entity?**

A "Nonbusiness entity" means any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

1. (1) Does not have as its principal purpose the conduct of business activities for profit; and
2. (2) Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67-6602(n), I.C.)

**NOTE: For additional information regarding the Statement by a Nonbusiness Entity and instructions for completing the Nonbusiness Entity Report, see the Statement by a Nonbusiness Entity section beginning on page 67.**

# DUTIES OF A POLITICAL TREASURER

**What are the duties of a Political Treasurer?**

These are the key responsibilities to being a Political Treasurer.

a) Keep detailed accounts, **current within not more than seven days after the date of receiving a contribution or making an expenditure.**

b) Keep a detailed record of accounts for at least one year after the date of the election or filing of the last Campaign Financial Disclosure Report, whichever is later.

c) File the required Campaign Financial Disclosure Reports on time while reporting all required information. (See page 10 for reporting periods and due dates.)

d) Obtain the full name and complete address of any individual or organization which has made a contribution.
   1) Only those contributing more than $50 during a calendar year must be itemized on the Campaign Financial Disclosure Report.

e) Transmit any anonymous contribution of more than $50 to the State Controller for deposit in the public school fund.

f) Obtain a receipt, canceled check or an accurate copy thereof for an expenditure of $25 or more.

g) Clearly indicate on all public political advertising the person responsible for such communications.
   1) For example: Print “Paid for by Candidate X for Senate, John Doe Political Treasurer” on all printed materials.

**Secretary of State Administrative Rule**
**Items Exempt From Advertising Regulation**

Campaign buttons, bumper stickers, pins, pens and similar small items upon which a disclaimer cannot be conveniently printed are not deemed to be regulated by the provisions of Section 67-6614A, Idaho Code.

h) Notify the Secretary of State, in writing (fax accepted), of:
   1) Any contribution of $1,000 or more received after the 16th day, but more than 48 hours before any Primary or General Election. This notification shall be made within 48 hours after the receipt of such contribution.
      i) For information and instructions regarding the 48 Hour Notice of Contributions/Loans received, see the 48 Hour Notice of Contributions/Loans Received section beginning on page 49.
   2) Any Independent Expenditures.
      i) For information and instructions regarding the Independent Expenditure Report, see the Independent Expenditures section beginning on page 53.
   3) Any Electioneering Communication.
      i) For information and instructions regarding the Electioneering Communication Report, see the Electioneering Communication section beginning on page 61.

## CERTIFYING A POLITICAL TREASURER

**Who must appoint and certify a Political Treasurer?**

All Candidates for state offices
All Political Committees

**When must the Political Treasurer be appointed and certified?**

A Political Treasurer must be appointed and certified **prior** to any of the following occurring:

a) Receiving any contributions,
b) Spending any funds,
c) Announcing candidacy for state office, or
d) Becoming a Political Committee.

**What are the requirements for serving as a Political Treasurer?**

The only requirement for serving as a Political Treasurer is that the individual must be registered to vote in the state of Idaho.

**Can a Candidate serve as his or her own Political Treasurer?**

Yes, a Candidate may serve as his or her own Political Treasurer. However, it is recommended that the Candidate keep campaign funds separate from personal funds (i.e. separate bank accounts).

**Can an individual serve as a Political Treasurer for more than one Candidate and/or Political Committee?**

Yes, an individual may serve as the Political Treasurer for more than one Candidate and/or Political Committee. However, they need to keep separate records and accounts for each Candidate and/or Political Committee.

**How do you appoint and certify a Political Treasurer?**

To appoint and certify a Political Treasurer, the Appointment and Certification of Political Treasurer (C-1) form must be completed and filed with the Secretary of State's Office.

a) For a Candidate, this form must be signed by both the Candidate and the Political Treasurer.
b) For a Political Committee, this form must be signed by both the Chairman of the Political Committee and the Political Treasurer.

**Where can the Appointment and Certification of a Political Treasurer (C-1) be found?**

This form can be received several ways. It can be:

a) Downloaded as either a printable or fillable pdf file from the Secretary of State's website at http://www.sos.idaho.gov/elect/finance.htm; **or**
b) Requested by contacting the Elections Division in the Secretary of State's Office at:
   Phone: (208) 334-2852
   Fax: (208) 334-2282
   Email: elections@sos.idaho.gov

**What happens if a Political Treasurer resigns, is removed or dies?**

The Candidate or the Chairman of the Political Committee must appoint and certify a new Political Treasurer by completing and submitting a new Appointment and Certification of Political Treasurer (C-1) form to the Secretary of State's Office.

a) Contributions may not be received and expenditures may not be made until a new Political Treasurer is appointed and certified.

# Appointment of Political Treasurer
# C-1

## CANDIDATE COMPLETING THE APPOINTMENT OF POLITICAL TREASURER (C-1) FORM

### CANDIDATE INFORMATION

1. **Check the box to the left of Candidate.**
2. **In the fields to the right of Candidate:**
    a) Enter the Name of the Candidate.
    b) Enter the Candidate's Home Phone Number.
    c) Enter the Candidate's Work Phone Number.
    d) Enter the Candidate's Cell Phone Number.
        1) Cell Phone Numbers are for office use only and will not be given to the public.
    e) Enter the title of the Office Sought by the Candidate.
    f) Enter the District Number of the Office Sought (if applicable).
        1) For Statewide Offices, skip this field.
        2) For Judicial Offices, only Candidates for District Judge must enter the appropriate District Number.
        3) For Senate Offices, enter the appropriate Legislative District Number.
        4) For Representative Offices, enter the appropriate Legislative District Number.
    g) Enter the Candidate's Party affiliation.
    h) Enter the Candidate's Mailing Address.
        1) Including the City, State and Zip Code.
    i) Optionally enter the Candidate's email address.

### CERTIFICATION AND APPOINTMENT

3. **In the fields below Certification and Appointment:**
    a) Print the Name of the Candidate on the line "I, __________, do hereby certify..."
    b) Enter the Name of the Political Treasurer.
    c) Enter the Political Treasurer's Home Phone Number.
    d) Enter the Political Treasurer's Work Phone Number.
    e) Enter the Political Treasurer's Cell Phone Number.
        1) Cell Phone Numbers are for office use only and will not be given to the public.
    f) Enter the Political Treasurer's complete Mailing Address.
        1) Including the City, State and Zip Code.
    g) Optionally enter the Political Treasurer's email address.
4. **The Candidate must sign on the line designated "Signature of Candidate or Committee Chairman" prior to submitting the appointment to the Secretary of State's Office.**
5. **Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**
6. **The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the Secretary of State's Office.**

# APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

C-1
Rev. 08/07

(Please Print or Type)

Pursuant to Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

**Certification is for (check appropriate box below):**

☑ **CANDIDATE:**

| | | |
|---|---|---|
| Name of Candidate: John Doe | | |
| Home Phone: (208) 888-8888 | Work Phone: (208) 888-2000 | Cell Phone: (208) 888-8800 |
| Office Sought: State Senator | District Number: 30 | Party: New Party |
| Candidate Mailing address: 1820 Lucky Lane; Anytown, ID 83211 | | |
| Candidate email address: vote_for_doe@anyip.com | | |

☐ **COMMITTEE:**

Party: ☐
Miscellaneous: ☐
Measure: ☐
Candidate/Measure: ☐

| | | |
|---|---|---|
| Name of Committee: | | |
| Name of Committee Chairman: | | Party Affiliation (if any): |
| Home Phone: | Work Phone: | Cell Phone: |
| Committee Mailing address: | | |
| Chairman email address: | | |

## CERTIFICATION AND APPOINTMENT

I, John Doe, do hereby certify and appoint the following individual who is a registered elector of
*Name of Candidate or Committee Chairman*

the State of Idaho as the political treasurer for the above named candidate or committee:

| | | |
|---|---|---|
| Name of Political Treasurer: Donna Doe | | |
| Home Phone: (208) 888-8888 | Work Phone: | Cell Phone: (208) 888-8801 |
| Treasurer Mailing address: 1820 Lucky Lane; Anytown, ID 83211 | | |
| Treasurer email address: vote_for_doe@anyip.com | | |

John Doe
*Signature of Candidate or Committee Chairman*

I, Donna Doe, do hereby accept the appointment as political treasurer for
*Name of Political Treasurer*

the above named candidate or committee.

Donna Doe
*Signature of Political Treasurer*

**RETURN THIS FORM TO:**
Ben Ysursa
Secretary of State
Elections Division
PO Box 83720
Boise, ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

## COMMITTEE COMPLETING THE APPOINTMENT OF POLITICAL TREASURER (C-1) FORM

### COMMITTEE INFORMATION

1. **Check the box to the left of Committee.**
2. **Select the box to the right of the type of Committee being formed. The types of Committees are:**
   a) Party: Committees affiliated with a registered Idaho political party.
   b) Miscellaneous: Committees that do not fall within any one of the other types of Committees.
   c) Measure: Committees that are designated to support or oppose Measures.
   d) Candidate/Measure: Committees that are designated to support or oppose Candidates or Measures.
3. **In the fields to the right of Committee:**
   a) Enter the Name of the Committee.
   b) Enter the Name of the Committee Chairman.
   c) Enter the Committee's Party Affiliation (if applicable).
   d) Enter the Committee Chairman's Home Phone Number.
   e) Enter the Committee Chairman's Work Phone Number.
   f) Enter the Committee Chairman's Cell Phone Number.
      1) Cell Phone Numbers are for office use only and will not be given to the public.
   g) Enter the Committee's Mailing Address.
      1) Including the City, State and Zip Code.
   h) Optionally enter the Committee Chairman's email address.

### CERTIFICATION AND APPOINTMENT

4. **In the fields below Certification and Appointment:**
   a) Print the Name of the Committee Chairman on the line "I, __________, do hereby certify..."
   b) Enter the Name of the Political Treasurer.
   c) Enter the Political Treasurer's Home Phone Number.
   d) Enter the Political Treasurer's Work Phone Number.
   e) Enter the Political Treasurer's Cell Phone Number.
      1) Cell Phone Numbers are for office use only and will not be given to the public.
   f) Enter the Political Treasurer's complete Mailing Address.
      1) Including the City, State and Zip Code.
   g) Optionally enter the Political Treasurer's email address.
5. **The Committee Chairman must sign on the line designated "Signature of Candidate or Committee Chairman" prior to submitting the appointment to the Secretary of State's Office.**
6. **Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**
7. **The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the Secretary of State's Office.**

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# APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

(Please Print or Type)

Pursuant to Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

**Certification is for (check appropriate box below):**

☐ **CANDIDATE:**

| | | |
|---|---|---|
| Name of Candidate: | | |
| Home Phone: | Work Phone: | Cell Phone: |
| Office Sought: | District Number: | Party: |
| Candidate Mailing address: | | |
| Candidate email address: | | |

☑ **COMMITTEE:**

Party: ☐
Miscellaneous: ☑
Measure: ☐
Candidate/Measure: ☐

| | | |
|---|---|---|
| Name of Committee: Citizens for Change Committee | | |
| Name of Committee Chairman: James Jones | | Party Affiliation (if any): |
| Home Phone: (208) 444-1000 | Work Phone: (208) 444-1111 | Cell Phone: (208) 444-2323 |
| Committee Mailing address: 1800 W Lincoln; Anytown, ID 83211 | | |
| Chairman email address: citizens_for_change_committee@anyip.com | | |

## CERTIFICATION AND APPOINTMENT

I, James Jones, do hereby certify and appoint the following individual who is a registered elector of
*Name of Candidate or Committee Chairman*
the State of Idaho as the political treasurer for the above named candidate or committee:

| | | |
|---|---|---|
| Name of Political Treasurer: Mary Jones | | |
| Home Phone: (208) 444-1000 | Work Phone: (208) 444-2222 | Cell Phone: (208) 444-2322 |
| Treasurer Mailing address: 1800 W Lincoln; Anytown, ID 83211 | | |
| Treasurer email address: citizens_for_change_committee@anyip.com | | |

James Jones
*Signature of Candidate or Committee Chairman*

I, Mary Jones, do hereby accept the appointment as political treasurer for
*Name of Political Treasurer*
the above named candidate or committee.

Mary Jones
*Signature of Political Treasurer*

**RETURN THIS FORM TO:**
Ben Ysursa
Secretary of State
Elections Division
PO Box 83720
Boise, ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

## CAMPAIGN FINANCIAL DISCLOSURE REPORTING DATES

Below is the schedule of reporting periods and the due dates for filing Campaign Financial Disclosure Reports in 2007 and 2008. These dates are set pursuant to the provisions of Sections 67-6607 and 67-6608, Idaho Code.

**Primary Election - May 27, 2008**
**General Election - November 4, 2008**

| Type of Report | Reporting Period | Due Date |
|---|---|---|
| Annual Report (Year End) (Statewide Candidates only) | July 1 - December 31, 2007 | January 31, 2008 |
| Annual (2007) | January 1 - December 31, 2007 | January 31, 2008 |
| 7 Day Pre-Primary | January 1 - May 11, 2008 | May 20, 2008 |
| 48 Hour Notice (Primary) | May 12 - May 24 | Within 48 hours after receipt of $1,000 Contribution or $1,000 Independent Expenditure |
| 30 Day Post-Primary | May 12 - June 6 | June 26, 2008 |
| Semi-Annual Report (Mid-Year) (non active statewide Candidates only) | January 1 - June 30, 2008 | July 31, 2008 |
| October 10 Pre-General | June 7 - September 30 | October 10, 2008 |
| 7 Day Pre-General | October 1 - October 19 | October 28, 2008 |
| 48 Hour Notice (General) | October 20 - November 1 | Within 48 hours after receipt of $1,000 Contribution or $1,000 Independent Expenditure |
| 30 Day Post-General | October 20 - November 14 | December 4, 2008 |
| Annual Report (Year End) (non active statewide Candidates only) | July 1 - December 31, 2008 | January 31, 2009 |
| Annual (2008) | November 15 - December 31, 2008 | January 31, 2009 |

**IMPORTANT:** Postmarks: The Secretary of State will accept the date of a postmark as the date of receipt **except the 7-day Pre-Election reports**, which must be recieved by 5:00 pm on the date the report is due.

## FREQUENTLY ASKED REPORTING QUESTIONS

Although it is the responsibility of the Political Treasurer to be aware of all filing deadlines and to report on a timely basis, it is the policy of the Secretary of State's Office to send the Political Treasurer a reminder concerning the date a report is due. However, this is only a courtesy and a missing reminder will not be accepted as a reason for a late report.

**Are all Campaign Disclosure Reports (C-2) timely if postmarked by the due date?**

No, the 7 Day Pre-Primary and 7 Day Pre-General reports must be received in the Secretary of State's Office no later than 5:00 pm on the report's due date. All other reports are timely if postmarked as of the due date of the report.

**Can Campaign Financial Disclosure Reports be faxed to the Secretary of State?**

Yes, all Campaign Financial Reports may be filed by faxing them to the Secretary of State's Office at (208) 334-2282. It is **not** recommended that you plan on faxing your report on the due date of the report as there is a chance the fax machine may be busy and you may have difficulty faxing your report.

**I am a Political Treasurer of a new Candidate or Political Committee. What period does my first report cover and when is it due?**

For a Political Treasurer of a new Candidate or Political Committee, the first Campaign Financial Disclosure report will cover from the date the Political Treasurer was certified through the last day of that reporting period. This report will be due on the first due date after certification.

a) For example: A new Candidate or Political Committee certifies a Political Treasurer on March 1, 2008. Since March 1st falls within the 7 Day Pre-Primary reporting period of January 1 through May 11th, the first report would be the 7 Day Pre-Primary report. It would cover from the day the Political Treasurer was certified (March 1, 2008) through the end of the reporting period (May 11, 2008) and would be due on May 20, 2008.

**I am a Political Treasurer who is replacing a Political Treasurer. What period does my first report cover and when is it due?**

For a Political Treasurer who is replacing a previous Political Treasurer for a Candidate or Political Committee, the first report for the new Political Treasurer covers from the first day of the current reporting period through the last day of the reporting period.

a) For example: A Candidate or Political Committee replaced their current Political Treasurer by certifying a new Political Treasurer with the Secretary of State's Office on June 15, 2008. Since the previous Political Treasurer filed the 30 Day Post-Primary report, the first report for the new Political Treasurer would be the October 10th report, which is the next required report. It would cover from June 7 through September 30. This report would be due on October 10, 2008.

**I am a Political Treasurer who is continuing my appointment for a non-statewide Candidate or a Political Committee from the last election cycle. What period does my next report cover and when is it due?**

For a Political Treasurer of a non-statewide Candidate or a Political Committee who is continuing his or her appointment from the last election cycle, the first report for this election cycle is the 2007 Annual. It covers from January 1, 2007 through December 31, 2007. This report is due January 31, 2008.

a) All non-statewide Candidates and Political Committees with either ongoing campaign funds or have debt appearing on their post-election reports are within this category and are required to continue to file Campaign Financial Disclosure Reports.

**I am a Political Treasurer for a Candidate who was defeated in the Primary Election, do I need to continue to file Campaign Disclosure Reports?**

Yes, any Candidate who was defeated in the Primary Election but showed an unexpended balance of contributions or a campaign debt must continue to file annual reports until there is no unexpended balance of contributions or debt. **NOTE:** Candidates who ran for a statewide office are required to file semi-annual reports.

**Does a Campaign Financial Disclosure Report need to be filed if there have been no contributions or expenditures in the reporting period?**

Yes, a report must be filed with the Secretary of State's Office of that fact. The Summary Page of the Campaign Financial Disclosure Report (C-2) is the only page required to be filed. It is the first page of the report. For information on Termination requirements, see page 13.

**What should I do as a Political Treasurer if I am unable to balance a report that is due?**

File the report on a timely basis noting that an amendment will be forthcoming. If you have any questions regarding the completion or balancing of the report, please contact the Elections Division staff for assistance at (208) 334-2852 or at elections@sos.idaho.gov.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**May I receive an extension on the due date to file a report?**

No, the Sunshine Law does not allow the Secretary of State to grant extensions on filing deadlines.

a) If the Political Treasurer is unable to file the report as required, the Candidate or Chairman of the Political Committee may file the report on behalf of the Political Treasurer.
b) If there are questions by the Political Treasurer for either the Candidate or Committee Chairman regarding the filing of the Campaign Financial Disclosure Report but have not been answered, file the report with a note that an amendment will be forthcoming.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**Can computer printouts be used in lieu of C-2 forms?**

Yes, campaign financial records may be kept on the computer and campaign reports may be generated from them. If you plan to use computer generated reports in lieu of C-2 forms, **submit a sample copy to the Secretary of State's Office for approval** prior to submitting any such report**.**

**If I use computer generated printouts, are there any guidelines that I should follow when creating them?**

Yes, below are a few guidelines to assist you in creating acceptable computer generated reports.

a) Font size must be readable and scannable (i.e. a minimum of 10 point Times New Roman or 10 point Arial).
b) Use approximately the same format as that on the C-2 forms.
    i) For any schedule to the C-2, place the data in the same order as it appears on the original form moving from left to right.
c) Clearly label all data.
    i) If using Excel, be sure the header row or title of each column prints at the top of each page.
d) Be sure to have the Calendar Year to Date amount for each contributor.
    i) The Calendar Year to Date includes the current contribution along with all previous contributions (i.e. Itemized Contributions, Unitemized Contributions, In-Kind Contributions, and Loans).

**May a Candidate or Political Committee transfer assets for the purpose of earning interest?**

Yes, a Candidate or Political Committee may transfer assets for the purpose of earning interest. However, the amount transferred should not be reported on the campaign report when it is transferred out of or into the campaign account since the money is still considered part of the campaign's assets. The interest earned on the investment must be listed as a contribution from the investment. Any service charge associated with this investment must be reported as an expenditure.

## TERMINATION OF REPORTING REQUIREMENTS

**When and under what circumstances can the reporting requirements be terminated?**

Candidates and Political Committees may terminate reporting requirements **only** upon reaching a zero balance on Line 6 and have no outstanding debt on Line 7 of the Summary Page of the Campaign Financial Disclosure Report. **Note:** No Candidate or Political Committee may terminate prior to an election in which they are involved.

**I have met the requirements for terminating. How do I notify the Secretary of State's Office of my termination?**

Termination of a Candidate or Political Committee's reporting requirement is accomplished by filing a "Termination Report." A Termination Report is filed by marking the "Yes" check box to the right of "Is this a Termination Report" on the Summary Page of the Campaign Financial Disclosure Report (C-2). This may be done on a regular report or any time during the year as an annual report.

**How may campaign funds be used?**

Contributions **may be used** in any of the following ways:

a) In connection with the campaign of a Candidate,
b) Ordinary and necessary expenses incurred in connection with the duties of the individual as an officeholder,
c) Donations to non-profit organizations,
d) Donations to national, state or local party committees,
e) Donations to state and local Candidates, or
f) Donations to Political Committees.

**Are there ways that campaign funds may not be used?**

Contributions **cannot be used** in the following ways:

a) Any personal use,
b) Home mortgage, rent or utility payment,
c) Clothing purchases except for items of de minimis value such as campaign shirts or hats,
d) A non-campaign or officeholder related automobile expense,
e) A country club membership,
f) A vacation or other non-campaign related trip,
g) A tuition payment,
h) Admission to a sporting event, concert, theater or other form of entertainment not associated with an election campaign,
i) Dues, fees and other payments to a health club or recreational facility, or
j) Meals, groceries or other food expense, except for tickets to meals that the Candidate attends solely for the purpose of enhancing the candidacy of another person or meal expenses which are incurred as part of a campaign activity or as part of a function that is related to the Candidate's or officeholder's responsibilities.

## CONTRIBUTIONS

**What is considered a contribution?**

"Contribution" includes any advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan. payment, gift, pledge, subscription or transfer of money or anything of value, and any contract, agreement, promise or other obligation, whether or not legally enforceable, to make a contribution, in support of or in opposition to any candidate, political committee or measure." (Section 67-6602(c), I.C.)

**Does a contribution include money or items supplied by the Candidate?**

Yes, any personal funds or property of a Candidate expended or transferred to cover expenses incurred in support of the Candidate are considered a contribution to the Candidate's campaign. They must be reported as contributions from the Candidate. However, the payment of the filing fee is excluded unless paid for from campaign funds.

**May a Candidate or Political Treasurer accept corporate and union contributions?**

Yes, the Sunshine Law in no way restricts the ability of a corporation, union, or any other person to give a Candidate or Political Committee money, goods or services.

**Is there a limit on personal funds or property a Candidate may contribute to his or her own campaign?**

No, contribution limits set forth in section 67-6610A are not applicable to a Candidate. A Candidate may contribute as much as he or she would like to for his or her own campaign.

**Are there limits on contributions that a Candidate may receive other than from the Candidate themselves?**

Yes, contributions are limited based on who the contribution is from and who the contribution is going to. Contribution limits are set forth in Section 67-6610A. For specific limit amounts, refer to the Contribution Limits table on page 18.

**Does the contribution limits apply to money or items supplied by the Candidate's spouse or family members?**

Yes, any funds or property expended or transferred to the Candidate by the Candidate's spouse or family members are subject to the contribution limits. For specific limit amounts, refer to the Contribution Limits table on page 18.

**Does a contribution include items other than cash?**

Yes, contributions other than money or its equivalent are deemed to have a cash value equivalent to the fair market value of the item. These are considered In-Kind Contributions and must be reported as such.

**What are In-Kind Contributions?**

In-Kind Contributions are contributions other than money or its equivalent.

a) These donations are deemed to have a monetary value equivalent to the fair market value of the contribution.
b) Services, property or rights furnished at less than the fair market value are deemed a contribution. **A contribution of this kind shall be reported as an In-Kind Contribution at its fair market value and will count toward any applicable contribution limit for the contributor.**

**How does an In-Kind Contribution affect my cash balance?**

Since In-Kind Contributions are not cash, they are reflected in both the total contributions and total expenditures. Therefore, they do not affect the actual cash balance. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 34 to 35.

**How is the value of an In-Kind Contribution determined?**

The overriding principle governing the value of an In-Kind Contribution is the amount a well-informed buyer or lessee, would pay; and the amount a well-informed seller, or lessor, would accept.

a) Here is a list of often seen In-Kind Contributions and how they should be reported.
   i) A contributor buys supplies or equipment for the campaign, the In-Kind Contribution equals the amount spent on the purchase.
   ii) A contributor takes out an advertisement supporting a Candidate after collaborating with or receiving approval from the Candidate, the In-Kind Contribution equals the cost of the ad.
   iii) A contributor loans the campaign the use of a computer or copier, the In-Kind Contribution equals the cost of leasing a similar piece of equipment for the period of time in question.
   iv) A contributor prints campaign literature at a cost below the printer's normal charge for a similar job, the In-Kind Contribution equals the amount of the discount.
   v) A contributor provides food or beverages for a campaign event, the In-Kind Contribution equals the amount that the business would normally expect to receive from the sale of the items.
   vi) The central committee of a Political Party agrees to use its bulk mailing permit and pay the postage of a mailing supporting your candidacy. The In-Kind Contribution is only the face value of the postage costs paid by the party. Do **not** factor in the amount the party paid for the permit.

**Since the itemization requirement for contributions is $50 and the itemization requirement for expenditures is $25, how do we determine if we need to itemize In-Kind Contributions?**

All in-kind transactions must be itemized, regardless of the amount, on Schedule C - In-Kind Contributions and Expenditures of the Campaign Financial Disclosure Report. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 34 to 35.

**I am the Political Treasurer for a Candidate. A Political Committee has paid for printing costs or other services. How is that reported on the Candidate's Campaign Financial Disclosure Report (C-2) form?**

This is considered an In-Kind Contribution from the Political Committee. It will be reported as an In-Kind Contribution. For instructions on completing the Schedule C - In-Kind Contributions and Expenditures, see pages 34 to 35.

**A Political Committee, organization or corporation makes a contribution to a Candidate or to another Political Committee. How is that listed on the recipient's Campaign Financial Disclosure Report (C-2) form?**

A contribution from a Political Committee, organization or corporation is listed as a contribution from that entity. However, there are exceptions to this rule. They are:

a) If a Political Committee receives all of its funding from one person who exercises exclusive control over the distribution of the funds, the contribution is listed as a contribution from the controlling person.
b) If contributions made by a person or Political Committee whose contributions or expenditures are financed, maintained or controlled by a trade association, labor union or collective bargaining organization, the contribution is listed as a contribution from the trade association, labor union or collective bargaining organization.
c) If two or more entities share a majority of members on their board of directors, share two or more officers, are owned or controlled by the same majority shareholder or shareholders or persons, are in a parent-subsidiary relationship or have bylaws so stating, the entities are treated as a single entity instead of separate entities.

**May a Candidate receive contributions if he or she is not a Political Treasurer?**

Statutorily, all contributions should be received by the Political Treasurer, not the Candidate. However, if a Candidate receives a contribution, they should immediately transfer the contribution to the Political Treasurer.

**Which date should be used as the Date Received?**

The Date Received is the date that the Political Treasurer received the contribution. If the contribution is received by the Candidate, the date the Candidate received the contribution should be listed as the Date Received.

**Do contributions that are less than $50 need to be tracked since they are reported as Unitemized Contributions?**

Yes, all contributions should be tracked. The Political Treasurer should have the full name and address of all contributors. Once a contributor exceeds $50 in a calendar year, their contributions above $50 are itemized on Schedule A - Itemized Contributions of the Campaign Financial Disclosure Report.

**Are loans to a Candidate considered contributions and subject to contribution limits?**

Yes, loans to Candidates are considered contributions. Loans to Candidates are subject to the contribution limits. For the contribution limits table, see page 18.

a) Repayments made on the loans reduce the amount of the contribution.
b) Loans that exceed the contribution limits are a violation of the law even if they are repaid in full.
c) Loans from the Candidate do not have contribution limits.

**How are loans to a Candidate or Political Committee reported?**

Loans to Candidates or Political Committees are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing the Schedule D - Loans, see pages 36 to 37.

**Are purchases made with a credit card considered debt?**

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 38 to 41. For instructions on completing Schedule E-1, see pages 42 to 43.

**If a volunteer provides an open house, are the expenses and home hospitality considered a contribution?**

If the cost of the ordinary home hospitality and incidental expenses by the volunteer are:

a) **Not over** $25, it is not considered a contribution.
b) **Is over** $25, it is considered a contribution from the individual and must be reported as such.

**I am a Political treasurer for a current office holder (i.e., a Candidate). A lobbyist is paying for various expenses for the office holder or Candidate. Does this need to be reported on the Candidate's Campaign Financial Disclosure Report form?**

If the payment of expenses:

a) **Is not** in support of the Candidate's campaign, it **does not need** to be reported on the Candidate's report. It is the responsibility of the lobbyist to report the expenditure.
b) **Is in** support of the Candidate's campaign, it **does need** to be reported on the Candidate's report.

**I am a Political Treasurer for a Candidate, including current office holders, or Political Committee. A lobbyist donates a check or cash to the campaign. How should this be reported on our Campaign Financial Disclosure Report (C-2)?**

This contribution should be reported on the Candidate or Political Committee's Campaign Financial Disclosure Report. It needs to be determined if the contribution is from the lobbyist themselves or from the employer of the lobbyist.

a) If the contribution is from one of the lobbyist's employers, the contribution should be reported on Schedule A and list the employers name.
b) If the contribution is from the lobbyist, the contribution should be reported on Schedule A and list the lobbyists name.

# DESIGNATING CONTRIBUTIONS

**What is designating contributions?**

Designating contributions is the identification of whether the contribution is to be used toward the upcoming Primary or General Election for the determination of contribution limits.

**Do Candidates have to designate contributions?**

Yes, Candidates must identify whether the contribution is to be used toward the Primary or General Election.

**Do Political Committees have to designate contributions?**

No, a Political Committee is not required to designate contributions as they do not have contribution limits.

**What is a designated versus an undesignated contribution?**

a) A designated contribution is one that the contributor **has** identified as being for a specific election.
b) An undesignated contribution is one that the contributor **has not** identified as being for a specific election.

**How does a contributor designate a contribution?**

A contributor designates a contribution in writing. They can do this either by noting the designation on the check or on a signed statement that accompanies the contribution. The contribution then counts toward the donor's contribution limit for the designated election. For the Contribution Limits table, see page 18.

**How is an undesignated contribution reported?**

An undesignated contribution is automatically designated for the Candidate's upcoming election. Any undesignated contribution counts toward the donor's contribution limit for the upcoming election.

a) For example: A contributor makes an undesignated contribution of a $100 to a Legislative Candidate who has won the Primary Election. The contribution is received prior to the General Election. This contribution counts toward the contributor's contribution limit for the General Election.

**May the Candidate or Political Treasurer designate an undesignated contribution for a specific election?**

No, only a contributor may designate a contribution for a specific election. All undesignated contributions count toward the contributor's contribution limit for the next upcoming election.

**Can a Candidate's campaign solicit donations for a specific election?**

Yes, a Candidate's campaign may solicit contributions for a specific election. The campaign should supply contributors with a form that clearly states the election to which the contribution will apply. This form must be signed and returned with the contribution to the Candidate's Political Treasurer.

**How long must a copy of the contribution designations be kept?**

Contribution designations must be kept for at least one year after the date of the election to which the contribution is referring to. It is the responsibility of the Political Treasurer to maintain these records.

## CONTRIBUTION LIMITS
(Section 67-6610A, Idaho Code)

| Aggregate Contributions From | To **Legislative** Authorized Candidate Committee | To **Statewide** Authorized Candidate Committee | To **PAC or** State Party Committee |
|---|---|---|---|
| **Individual** (*other than Candidate) | $1,000 **Per Election | $5,000 **Per Election | No Limits |
| *****Corporation, PAC, other Recognized Legal Entity**** | $1,000 **Per Election | $5,000 **Per Election | No Limits |
| **State Central Committees** | $2,000 **Per Election | $10,000 **Per Election | No Limits |
| **County Central Committees** | $2,000 **Per Election | $5,000 **Per Election | No Limits |

* Candidate contributions unlimited to his/her campaign
** Primary - General
*** Includes National Party Organizations

**The contribution limits for the state legislature shall apply to judicial district offices.**

Contributions other than money or its equivalent are deemed to have a monetary value equivalent to the fair market value of the contribution. Services or porperty or rights furnished at less than their fair market value for the purpose of assisting any candidate or political committee are deemed a contribution. **A contribution of this kind shall be reported as an in-kind contribution at its fair market value and counts toward any applicable contribution limit of the contributor.** Contributions shall not include the personal services of volunteers.

## EXPENDITURES

**What is considered an expenditure?**

An expenditure includes “any payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make an expenditure. The term “expenditure” also includes a promise to pay, a payment or a transfer of anything of value in exchange of goods, services, property, facilities or anything of value for the purpose of assisting, benefiting or honoring any public official or candidate, or assisting in furthering or opposing any election campaign.” (Section 67-6602(g), I.C.)

**Must personal expenditures made by a Candidate in support of his or her own campaign be reported?**

Yes, all personal funds expended by a Candidate in support of his or her own campaign must be reported. All expenditures made by a Candidate in support of his or her own campaign are reported as loans to the campaign. For instructions on completing Schedule D - Loans, see pages 36 to 37.

**The Candidate’s campaign repays the Candidate for personal expenditures. How is this reported?**

Since the personal expenditure was reported as a loan, the repayment to the Candidate is shown as a repayment on the loan from the Candidate. These repayments are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing Schedule D - Loans, see pages 36 to 37.

**Our Political Committee paid for printing costs or other services for a Candidate or other Political Committee. How should we report that on OUR report?**

The Political Committee will list the individual, organization or business to whom the monetary payment was made along with the name of the Candidate(s) or Political Committee(s) benefiting from the expenditure on Schedule B - Itemized Expenditures page. For an example of the correct reporting, see page 33.

**A reporting Candidate or Political Committee made an Independent Expenditure. How should it be reported?**

The Political Treasurer will list the individual, organization or business to whom the monetary payment was made. Enter the purpose of the expenditure including a list of the Candidate(s) and/or Political Committee(s) being supported or opposed by the expenditure. Be sure to identify if it is in support of or opposition of each Candidate or Committee listed. For instructions on completing Independent Expenditures report, see the Independent Expenditures section beginning on page 53.

## RETIRING DEBT

**What is considered debt and how is the debt amount figured?**

Debt means any unpaid monetary obligation incurred as listed on the reports filed through the post election period minus any cash balance reported on the post-election report.

**Are loans considered debt?**

Yes, outstanding loans are considered debt and must be reported on Schedule D - Loans.

**Are purchases made with a credit card considered debt?**

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 38 to 41. For instructions on completing Schedule E-1, see pages 42 to 43.

**May I accept contributions to retire debt?**

Yes, a Candidate with unpaid debt may accept additional contributions to retire such unpaid debt. However, the contributions can not exceed the applicable contribution limits for the election for which the debt was incurred. For the Contribution Limits table, see pages 18.

**Do contribution limits apply to contributions to retire debt?**

Yes, contributors are still bound by the contribution limits. For the Contribution Limits table, see page 18.

a) For example: A Legislative Candidate incurred debt during the last General Election. A contributor donated $500 before the last General Election. The individual would like to donate additional funds toward the incurred debt. In this example, the individual could contribute up to $500 and designate it toward the last General Election.

**Can undesignated contributions be applied to the retirement of debt?**

Yes, although all undesignated contributions are automatically designated for the Candidate's upcoming election, the Candidate may use those funds to retire debt.

**How does the Secretary of State determine if a Candidate has debt?**

All previously filed reports document any campaign debt. All debt and payment on debt must be reported on the Campaign Financial Disclosure Report on Schedule D - Loans and Schedule E - Credit Cards and Debt.

## FREQUENT PROBLEMS IN REPORTING

1) **Lack of Communication between the Political Treasurer and the Candidate.** The law requires detailed accounts, current within not more than seven days after the date of receiving a contribution or making an expenditure.
2) **Information required is not complete.** The following examples are not acceptable.

| | | | |
|---|---|---|---|
| Date | The month is listed but no day | Address | City only |
| | No date at all | | Street Address only |
| Name | M. Smith or Mr. Smith | Purpose | None entered |
| | John/Mary; No last name | | |

3) **The Candidate or Political Committee has a new Political Treasurer,** however, the Secretary of State's Office has not been notified of the change. Not only is this a violation of the law, but the wrong individual is receiving communications from the Elections Division and those using the Secretary of State's mailing list.
4) **Reports are illegible** (i.e., extremely small type or completed in pencil and faxed). All Candidate and Political Committee reports are scanned and posted on the Secretary of State's website upon receipt. Those scanned images may be viewed at: http://www.sos.idaho.gov/elect/Finance/2008scan.htm
5) **Attempts to fax a completed report and the line is busy.** It is important to remember that the 7 Day Pre-Election report must be received by 5:00 pm on the report's due date. **Do not** wait to fax those reports on the due date as there is a chance the fax line will be busy.
6) **Notices Disregarded:** The lack of attention by a Political Treasurer to notices sent to them by the Elections Division reminding them of reports that are upcoming, requesting additional information or corrections.
7) **Source of contribution not accurate.** The individual delivering the contribution check is listed as the contributor rather than the entity issuing the check. For example: an agent from a real estate agency delivers the check for Idaho Realtors PAC, the Political Treasurer lists the agent as the contributor rather than the Idaho Realtors PAC.
8) **A return or refund listed incorrectly.** A return or refund should be listed as a negative expenditure because it is not a contribution.
9) **Inadequate disclosure of In-Kind Contributions or Independent Expenditures.** The Candidate(s) name(s) or Political Committee(s) name(s) who benefited from the expenditure are not listed as being supported or opposed.

## PENALTIES FOR VIOLATION

Section 67-6625, Idaho Code, "**Violations - Civil Fine - Misdemeanor Penalty - Prosecution - Limitation - Venue.**

(a) Any person who violates the provisions of sections 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, shall be liable for a civil fine not to exceed two hundred fifty dollars ($250) if an individual, and not more than two thousand five hundred dollars ($2,500) if a person other than an individual. The burden of proof for such civil liability shall be met by showing a preponderance of the evidence.

(b) Any person who violates section 67-6605 or 67-6621(b), Idaho Code, and any person who knowingly and willfully violates sections 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, is guilty of a misdemeanor and, upon conviction, in addition to the fines set forth in subsection (a) of this section, may be imprisoned for not more than six (6) months or be both fined and imprisoned.

(c) The attorney general or the appropriate prosecuting attorney may prosecute any violations of this act.

(d) Prosecution for violation of this act must be commenced within two (2) years after the date on which the violation occurred.

(e) Venue for prosecution under the provisions of this chapter shall be in the county of residence of the defendant if the defendant is a resident of the state of Idaho, otherwise venue shall be in Ada county."

Section 67-6625A, Idaho Code, "**Late Filing Of Statement Or Report - Fees.** - If any person fails to file a report or statement on or before a specified date, he shall be liable in an amount of fifty dollars ($50.00) per day after the deadline until the statement or report is filed, to the secretary of state. Liability need not be enforced by the secretary of state if on an impartial basis he determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within five (5) days after receiving written notice of the filing requirements from the secretary of state.

The remedy provided in this section is cumulative and does not exclude any other remedy or penalty prescribed in section 67-6625, Idaho Code."

## INSPECTION AND EXAMINATION BY THE SECRETARY OF STATE

The Secretary of State is required by the Sunshine Law to inspect each report two days after it is filed and to notify any Political Treasurer who fails to file a report or files a report which does not conform to law. The Secretary of State must also notify a Political Treasurer when a complaint is filed alleging that a report does not conform to law or has not been filed.

The Secretary of State is required to examine all filed reports within three months after the election to determine whether the reports conform to law. The Secretary of State is empowered to require any person to answer in writing and under oath questions concerning the source of any contribution. (Sections 67-6615 & 67-6616, Idaho Code)

## CITIZEN COMPLAINTS

Any registered voter has the right to file a complaint with the Secretary of State if he or she has reason to believe that a person has violated the Sunshine Law. Complaints must be filed on form L-5 which is available on request. The Secretary of State will thoroughly investigate all such complaints. (Sections 67-6615 & 67-6623, Idaho Code)

# Campaign Financial Disclosure Report
# C-2

Blank campaign disclosure forms can be obtained:

(1) downloaded as a fillable or printable pdf file from the Secretary of State's webpage at:
http://www.sos.idaho.gov/elect/finance.htm

(2) by mail or telephone request to:
Secretary of State
Elections Division
PO Box 83720
Boise ID 83720-0080
(208) 334-2852
* To be mailed or faxed to you.

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SUMMARY PAGE

1. **Section I:**
   a) Enter the Candidate or Political Committee and Chairperson's information in the fields provided.
   b) Enter the Political Treasurer's information in the fields provided:
   c) If the Mailing Address of the Candidate or Political Committee changed or that of the Political Treasurer, check the appropriate box indicating such.
2. **Section II:**
   a) Check the appropriate box indicating if this report is an original filing or an amendment to a previous filing.
   b) On the line "This report is for the period from _____ through ______.", enter the period that the report covers and mark the check box to the left of the appropriate report. (For reporting periods and due dates, refer to page 10.)
   c) Check the appropriate box indicating if this report is a Termination Report or not. (For termination requirements, see page 13.)
3. **Section III:**
   a) Mark this box **ONLY** if you have received NO contributions and made NO expenditures during this reporting period.
4. **Section IV of the Summary Page will be completed once the Detailed Summary page is completed.**

**NOTE:** Section IV of the Summary Page must be completed after all appropriate Schedules are completed. If you had no activity and marked the checkbox in Section III, complete Section IV and V below.

   a) Line 1: Column II, enter the Cash on Hand on January 1st of this Calendar Year.
      i) If this is your first report, this amount will be zero. This same figure will be entered on Line 1 of all reports filed this Calendar Year.
   b) Line 2: Column I, enter the Beginning Cash Balance for this reporting period.
      i) If this is your first report, this amount will be zero.
      ii) This figure will be the figure that appeared on Line 6 in Column I of the previous report filed.
   c) Line 3: Column I, transfer the Total Contributions received this period from Line 5 of the Detailed Summary.
      i) If you marked the checkbox in Section III of the Summary Page, this figure will be $0.
   d) Line 3: Column II, enter the total Contributions received this Calendar Year.
      i) Add the Total Contributions listed on Line 3 in Column II of the last report filed with the Total Contributions listed on Line 3 Column I of this report.
   e) Line 4: Column I and Column II, add the Beginning Cash Balance on Line 2 with the Total Contributions listed on Line 3 and enter the subtotal on Line 4.
   f) Line 5: Column I, transfer the Total Expenditures made this reporting period from line 11 of the Detailed Summary.
      i) If you marked the checkbox in Section III of the Summary Page, this figure will be $0.
   g) Line 5: Column II, enter the total Expenditures received this Calendar Year.
      i) Add the Total Expenditures listed on Line 5 in Column II of the last report filed with the Total Expenditures listed on Line 5 Column I of this report.
   h) Line 6: Column I and Column II, subtract the Total Expenditures on Line 5 from the Subtotal on Line 4 and place the Total on Line 6.
      i) **IMPORTANT:** The Ending Cash Balance in Column I should match the Ending Cash Balance in Column II.
   i) Line 7: Column I, transfer the Total Outstanding Balance at close of this period from Line 18 of the Detailed Summary page.

12. **Section V:**
   a) Print the Name of the Political Treasurer completing the report.
   b) The Political Treasurer must sign the report.

C-2
Rev. 10/07

# CAMPAIGN FINANCIAL DISCLOSURE REPORT

SUMMARY PAGE

(Please Print or Type)

**Section I**

| Name of Candidate or Political Committee and Chairperson | | Office Sought (if candidate) | District (if any) |
|---|---|---|---|
| John Doe | | State Senate | 30 |
| **Mailing Address** | **City and Zip** | **Home Phone** | **Work Phone** |
| 1820 Lucky Lane | Anytown 83211 | (208) 888-2000 | (208) 888-8800 |
| **Name of Political Treasurer** | | | |
| Donna Doe | | | |
| **Mailing Address** | **City and Zip** | **Home Phone** | **Work Phone** |
| 1820 Lucky Lane | Anytown 83211 | (208) 888-2000 | (208) 888-8800 |

Change of address for: Candidate or Political Committee ☐ Political Treasurer ☐

**Section II** **TYPE OF REPORT**

This filing is an: ☒ Original ☐ Amendment

This report is for the period from 05 / 12 / 08 through 06 / 06 / 08

☐ 7 Day Pre-Primary Report ☒ 30 Day Post-Primary Report ☐ October 10 Pre-General Report

☐ 7 Day Pre-General Report ☐ 30 Day Post-General Report ☐ Annual Report

☐ Semi-Annual Report (Statewide Candidates Only)

Is this a Termination Report: ☐ Yes ☒ No

**Section III** **STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES**

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

☐ I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

**Section IV** **SUMMARY**

| To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6). | COLUMN I This Period | COLUMN II Calendar Year to Date |
|---|---|---|
| Line 1: Cash on Hand January 1, This Calendar Year* | $ XXXXXX | $ 0.00 |
| Line 2: Enter Beginning Cash Balance** | $ 300.00 | $ XXXXXX |
| Line 3: Total Contributions (Enter amount from line 5, page 2) | $ 12,005.00 | $ 14,336.00 |
| Line 4: Subtotal (Add lines 1, 2 and 3) | $ 12,305.00 | $ 14,336.00 |
| Line 5: Total Expenditures (Enter amount from line 11, page 2) | $ 6,392.47 | $ 8,423.47 |
| Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4) | $ 5,912.53 | $ 5,912.53 |
| Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2) | $ 15,282.50 | |

*This same figure should be entered on line 1 of all reports filed this calendar year.

**This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

**Note:** The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

**Section V**

**Return This Report To:**
**Ben Ysursa**
**Secretary of State**
**PO Box 83720**
**Boise ID 83720-0080**
**Phone: (208) 334-2852**
**Fax: (208) 334-2282**

I, Donna Doe, hereby certify that the information in this
*Name of Political Treasurer*

report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Donna Doe

*Signature of Political Treasurer*

# COMPLETING THE
# CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

## DETAILED SUMMARY PAGE

1. **Enter the Name of the Candidate or Committee in the field at the top of the page.**
2. **In the Contributions section, enter the information regarding Unitemized Contributions of $50 or less.**
   a) Enter the total number of contributors contributing $50 or less this reporting period on the line "# of Contributors."
   b) Enter the total dollar amount of contributions you received that were $50 or less this reporting period.

**Note:** In the completed example on page 27, the Candidate received 35 Unitemized Contributions that total $1,100.00.

3. **Combine the Itemized Contribution total from each Schedule A page completed. Enter the grand total on line 2.**
4. **Combine the In-Kind Contribution total from each Schedule C page completed. Enter the grand total on line 3.**
5. **Combine the Loans Received Total from each Schedule D page completed. Enter the grand total on line 4.**
6. **Total the Contributions section.**
   a) To total, combine the Unitemized, Itemized, and In-Kind Contributions and Loans.
7. **In the Expenditures section, enter the information regarding Unitemized Expenditures of less than $25.**
   a) Enter the total number of recipients receiving less than $25 this reporting period on the line "# of Expenditures."
   b) Enter the total dollar amount of expenditures you received that were less than $25 this reporting period.

**Note:** In the completed example on page 27, the Candidate made 12 Unitemized Expenditures that total $160.00.

8. **Combine the Itemized Expenditure total from each Schedule B page completed. Enter the grand total on line 7.**
9. **Combine the In-Kind Expenditure total from each Schedule C page completed. Enter the grand total on line 8.**
10. **Combine the Loan Repayments total from each Schedule D page completed. Enter the grand total on line 9.**
11. **Combine the Debt Repayments total from each Schedule E completed. Enter the grand total on line 10.**
12. **Total the Expenditures section.**
    a) To total, combine the Unitemized, Itemized, and In-Kind Expenditures and Loan and Credit Card Repayments.
13. **In the Loans, Credit Cards and Debt section, enter the Outstanding Balance from the previous reporting period.**
    a) Enter the amount listed on line 18 of the previous campaign report filed.
14. **Combine the Received and Interest Total from each Schedule D page completed. Enter the grand total on line 13.**
15. **Combine the Incurred Debt Total from each Schedule E page completed. Enter the grand total on line 14.**
16. **Subtotal the Loans, Credit Cards and Debt section.**
    a) To subtotal, combine the Outstanding Balance from the previous reporting period, the New Loans Received and the New Credit Card and Debt Incurred.
17. **The Loan Repayments grand total listed on line 9 must also be entered on line 16.**
18. **Combine the Debt Repayments Total from each Schedule E page completed. Enter the grand total on line 17.**
19. **Total the Loans, Credit Cards and Debt section.**
    a) To total, subtract the Repayments of Loans and the Repayments of Credit Card and Debt from the Subtotal.
20. **In the Pledged section, enter the information regarding Unitemized Pledged Contributions of less than $25.**
    a) Enter the total number of contributors pledging less than $25 this reporting period on the line "# of Pledges."
    b) Enter the total dollar amount of the pledged contributions that were less than $25 this reporting period.
21. **Combine the Pledged Total from each Schedule F page completed. Enter the grand total on line 20.**

19\. **Total the Pledged Contributions section.**
    a) To total, add the Unitemized Pledged Contributions and the Pledged Contributions.

# DETAILED SUMMARY

Name of Candidate or Committee: John Doe

| | | | Total This Period |
|---|---|---|---|
| | **Contributions** | | |
| 1 | Unitemized Contributions ($50 and less) # of Contributors 35 | + | $ 1,100.00 |
| 2 | Itemized Contributions (Total of all Schedule A sheets) | + | $ 3,887.03 |
| 3 | In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets) | + | $ 1,017.97 |
| 4 | Loans (Total of all New Loan amounts from Schedule D sheets) | + | $ 6,000.00 |
| 5 | Total Contributions (Transfer this figure to page 1, Section IV, Line 3) | = | $ 12,005.00 |

| | | | |
|---|---|---|---|
| | **Expenditures** | | |
| 6 | Unitemized Expenditures ($25 and less) # of Expenditures 12 | + | $ 160.00 |
| 7 | Itemized Expenditures (Total of all Schedule B sheets) | + | $ 1,372.00 |
| 8 | In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets) | + | $ 1,017.97 |
| 9 | Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets) | + | $ 1,192.50 |
| 10 | Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets) | + | $ 2,650.00 |
| 11 | Total Expenditures (Transfer this figure to page 1, Section IV, Line 5) | = | $ 6,392.47 |

| | | | |
|---|---|---|---|
| | **Loans, Credit Cards and Debt** | | |
| 12 | Outstanding Balance from previous reporting period | + | $ 2,000.00 |
| 13 | New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheets) | + | $ 6,042.50 |
| 14 | New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets) | + | $ 11,082.50 |
| 15 | Subtotal | = | $ 19,125.00 |
| 16 | Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets) | - | $ 1,192.50 |
| 17 | Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets) | - | $ 2,650.00 |
| 18 | Total Outstanding Balance at close of this period (Transfer this figure to page 1, Section IV, Line 7) | = | $ 15,282.50 |

| | | | |
|---|---|---|---|
| | **Pledged Contributions** | | |
| 19 | Unitemized Pledged Contributions ($50 and less) # of Pledges 0 | + | $ 0.00 |
| 20 | Itemized Pledged Contributions this Period (Total of all Schedule F sheets) | + | $ 500.00 |
| 21 | Total Pledged Contributions this period | = | $ 500.00 |

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SCHEDULE A - ITEMIZED CONTRIBUTIONS

**IMPORTANT:** Accounts kept by a Political Treasurer shall be current within not more than 7 days after the date of receiving a contribution or making an expenditure (67-6604, Idaho Code).

1. **At the top of Schedule A - Itemized Contributions, enter the following information in the appropriate fields:**
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule A pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule A pages.
2. **For each Contribution of more than $50 in aggregate, enter the following information in the appropriate fields:**
   a) The Date the contribution was received. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is designated for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 17.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor this Calendar Year.

---

**IMPORTANT:** All cash contributions that total more than $50 in aggregate during a Calendar Year must be itemized on Schedule A - Itemized Contributions. This includes contributions that are less than $50 but when added to any previous contributions from that contributor total more than $50. This includes all Itemized Contributions, Unitemized Contributions, In-Kind Contributions and Loans.

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**EXAMPLE 1: Individual Contribution Limits -** The Candidate's spouse contributed $500 for the Primary Election. Then on 5/13, she contributed another $500 for the Primary Election. Therefore, the spouse has reached the contribution limit and is unable to give any additional funds to the Candidate for the Primary Election. See the completed entry on Line 1 on the Schedule A example on page 29. For contribution limits, see page 18.

**EXAMPLE 2: Undesignated Contributions** - The check received from Dave Black was not designated for an election. Therefore, it automatically applies to the Candidate's upcoming election. See the completed entry on Line 4 on the Schedule A example on page 29. For instructions on designating contributions, see page 17.

**EXAMPLE 3: Itemization of Contributions $50 or Less -** A contribution from Tim White for $20 was reported as an Unitemized Contribution on a previous report. Therefore the $35 contribution this period must be itemized with a Calendar Year to Date amount of $55. See the completed entry on Line 7 on the Schedule A example on page 29.

**EXAMPLE 4: Contribution Limits** - PAC's, Corporations and other recognized legal entities' contributions cannot exceed contribution limits. A contribution of $50 was reported in the previous reporting period as an Unitemized Contribution. Therefore, the $950 contribution from North Idaho PAC this reporting period must be itemized with a Calendar Year to Date amount of $1,000. See the completed entry on Line 10 on the Schedule A example on page 29. For contribution limits, see page 18.

3. **Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."**
4. **Once all cash contributions of more than $50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.**

# SCHEDULE A
# ITEMIZED CONTRIBUTIONS
of more than Fifty Dollars ($50.00) this period

Name of Candidate or Committee: John Doe

| Date Received | Full Name, Mailing Address and Zip Code of Contributor | Cash or Check |
|---|---|---|
| 05/13/08<br>☒ Primary<br>☐ General | 1. Donna Doe<br>1820 Lucky Lane<br>Anytown, ID 83211 | $ 500.00<br>$ 1,000.00<br>Calendar Year-To-Date |
| 05/13/08<br>☒ Primary<br>☐ General | 2. Ann Smith<br>PO Box 12<br>Anytown, ID 83211 | $ 100.00<br>$ 100.00<br>Calendar Year-To-Date |
| 05/20/08<br>☒ Primary<br>☐ General | 3. Ann Smith<br>PO Box 12<br>Anytown, ID 83211 | $ 10.00<br>$ 110.00<br>Calendar Year-To-Date |
| 05/20/08<br>☒ Primary<br>☐ General | 4. Dave Black<br>Route 1 Box 40<br>Lewis AZ 85501 | $ 100.00<br>$ 100.00<br>Calendar Year-To-Date |
| 05/21/08<br>☒ Primary<br>☐ General | 5. William Bonney<br>HCR 2<br>Anytown ID 83211 | $ 200.00<br>$ 200.00<br>Calendar Year-To-Date |
| 05/25/08<br>☒ Primary<br>☐ General | 6. Earl Parrott<br>General Delivery<br>Anytown ID 83211 | $ 100.00<br>$ 100.00<br>Calendar Year-To-Date |
| 05/16/08<br>☒ Primary<br>☐ General | 7. Tim White<br>413 3rd West<br>Anytown ID 83211 | $ 35.00<br>$ 55.00<br>Calendar Year-To-Date |
| 05/17/08<br>☒ Primary<br>☐ General | 8. Jeff Jones<br>2735 Apple Street<br>Anytown ID 83211 | $ 156.00<br>$ 200.00<br>Calendar Year-To-Date |
| 05/18/08<br>☒ Primary<br>☐ General | 9. Samantha Doe<br>45035 Villa Rancho<br>Coastown CA 99950 | $ 500.00<br>$ 500.00<br>Calendar Year-To-Date |
| 05/20/08<br>☒ Primary<br>☐ General | 10. North Idaho PAC<br>7711 South E Street<br>Fairmonth ID 83280 | $ 950.00<br>$ 1,000.00<br>Calendar Year-To-Date |
| | Total This Page: | $ 2,651.00 |

**Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.**

# COMPLETING THE
# CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

1. **At the top of Schedule A - Itemized Contributions, enter the following information in the appropriate fields:**
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule A pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule A pages.
2. **For each Contribution of more than $50 in aggregate, enter the following information in the appropriate fields:**
   a) The Date the contribution was received. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is designated for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 17.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor this Calendar Year.

---

**IMPORTANT:** All cash contributions that total more than $50 in aggregate during a Calendar Year must be itemized on Schedule A - Itemized Contributions. This includes contributions that are less than $50 but when added to any previous contributions from that contributor total more than $50. This includes all Itemized Contributions, Unitemized Contributions, In-Kind Contributions and Loans.

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**EXAMPLE 5: Calculating Contribution Limits** - The HOW Employees React PAC made an In-Kind Contribution to the Candidate this reporting period of $698.97 and is being reported on Schedule C - In-Kind Contributions and Expenditures. The PAC then made a monetary contribution of $301.03 that is being reported on Schedule A - Itemized Contribution. The Calendar Year to Date amount for this monetary contribution is calculated by combining the In-Kind Contribution and the monetary contribution together. See the completed entry on Line 4 on the Schedule A example on page 31.

3. **Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."**
4. **Once all cash contributions of more than $50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.**

# SCHEDULE A
## ITEMIZED CONTRIBUTIONS
of more than Fifty Dollars ($50.00) this period

Name of Candidate or Committee: John Doe

| Date Received | Full Name, Mailing Address and Zip Code of Contributor | Cash or Check |
|---|---|---|
| 05/22/08<br>☒ Primary<br>☐ General | 1. Mary Jones<br>1111 Vista Ave<br>Anytown ID 83211 | $ 200.00<br>$ 200.00<br>Calendar Year-To-Date |
| 05/25/08<br>☒ Primary<br>☐ General | 2. Glen Taylor<br>845 E 22nd S<br>Mountain Cloud ID 83200 | $ 100.00<br>$ 100.00<br>Calendar Year-To-Date |
| 05/26/08<br>☒ Primary<br>☐ General | 3. Edgar Wilson<br>PO Box 576<br>Anytown ID 83211 | $ 250.00<br>$ 250.00<br>Calendar Year-To-Date |
| 05/20/08<br>☒ Primary<br>☐ General | 4. HOW Employees React PAC<br>PO Box 33<br>Washington DC 21111 | $ 301.03<br>$ 1,000.00<br>Calendar Year-To-Date |
| 06/02/08<br>☒ Primary<br>☐ General | 5. Thomas Kershaw<br>Wilder Lane<br>Plainview ID 83400 | $ 385.00<br>$ 385.00<br>Calendar Year-To-Date |
| ☐ Primary<br>☐ General | 6. | $<br>$<br>Calendar Year-To-Date |
| ☐ Primary<br>☐ General | 7. | $<br>$<br>Calendar Year-To-Date |
| ☐ Primary<br>☐ General | 8. | $<br>$<br>Calendar Year-To-Date |
| ☐ Primary<br>☐ General | 9. | $<br>$<br>Calendar Year-To-Date |
| ☐ Primary<br>☐ General | 10. | $<br>$<br>Calendar Year-To-Date |
| | Total This Page: | $ 1,236.03 |

**Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.**

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SCHEDULE B - ITEMIZED EXPENDITURES

**IMPORTANT:** All expenditures of $25 or more must be itemized on Schedule B.

1. **At the top of Schedule B - Itemized Expenditures, enter the following information in the appropriate fields:**
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule B pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule B pages.
2. **For each Expenditure of $25 or more, enter the following information in the appropriate fields:**
   a) The Date the expenditure was made. (MM/DD/YY)
   b) The Full Name and Mailing Address of the Recipient.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
   d) The Amount of the expenditure.

**EXAMPLE 1: Required Backup** - Each expenditure in the amount of $25 or more shall have a corresponding receipt or cancelled check or an accurate copy thereof (67-6612(2), Idaho Code). The Candidate received secretarial services from Terrific Temps. The cost of the services are reported on Schedule C - Itemized Expenditures since it is over $25. See the completed entry on Line 2 on the Schedule B example on page 33.

**EXAMPLE 2: Auto Expenses** - The Candidate was reimbursed for the cost of operating his car to campaign. The actual cost should be reported, however, if this cannot be readily ascertained, the cost of travel by car may be estimated at 48.5 cents per mile. See the completed entry on Line 3 on the Schedule B example on page 33.

**EXAMPLE 3: Contributing In-Kind to Another Candidate** - The Candidate, John Doe, paid for a coordinated Candidate brochure with two other Candidates, Katie Brown and Amanda Smith. John Doe paid for the full cost of the brochure without being reimbursed from the other Candidates. John Doe lists the expenditure on the Schedule B - Itemized Expenditures with the printing company as the recipient and lists the Candidate(s) name(s) the In-Kind Contribution was for. Then lists the expenditure purpose as both a contribution to a Candidate or PAC and as Literature Printing. The Candidates listed will be required to show the In-Kind Contribution on their Campaign Financial Disclosure Report from John Doe. See the completed entry on Line 4 on the Schedule B example on page 33.

3. **Once the Schedule B - Itemized Expenditures page is completed, add the expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."**
4. **Once all Expenditures of $25 or more have been listed on Schedule B - Itemized Expenditures page(s), combine the expenditure total from each Schedule B page completed and enter the grand total of the Itemized Expenditures made this reporting period on line 7 of the Detailed Summary page.**

# SCHEDULE B
# ITEMIZED EXPENDITURES

Twenty-Five Dollars ($25.00) or more this period

Name of Candidate or Committee: John Doe

**Purpose Codes**

| | | | |
|---|---|---|---|
| **A** | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | **N** | Newspaper & Other Periodical Advertising |
| **B** | Broadcast Advertising (Radio, TV & Internet) | **O** | Other Advertising (Yard Signs, Buttons, etc.) |
| **C** | Contributions to Candidates & PAC's | **P** | Postage |
| **D** | Donations & Gifts | **S** | Surveys & Polls |
| **E** | Event Expenses | **T** | Tickets (Events) |
| **F** | Food & Refreshments | **U** | Utilities |
| **G** | General Operational Expenses | **W** | Wages, Salaries, Benefits & Bonuses |
| **L** | Literature, Brochures, Printing | **Y** | Petition Circulators |
| **M** | Management Services | **Z** | Preparation & Production of Advertising |

| Date Spent | Full Name, Mailing Address and Zip Code of Recipient | Purpose Code | Cash or Check |
|---|---|---|---|
| 05/15/08 | 1. New Party Central Committee<br>Box 42<br>Anytown ID 83201 | S | $ 700.00 |
| 05/15/08 | 2. Terrific Temps<br>800 Brown Ave<br>Anytown ID 83211 | W | $ 75.00 |
| 05/26/08 | 3. John Doe<br>1820 Lucky Lane<br>Anytown ID 83211 | A | $ 97.00 |
| 06/03/08 | 4. Smart Printing (In-Kind to Katie Brown & Amanda Smith)<br>1930 Level Way<br>Anytown ID 83211 | C L | $ 500.00 |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | 10. | | $ |
| | | Total This Page: | $ 1,372.00 |

**Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2 line 7.**

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

## SCHEDULE C - IN-KIND CONTRIBUTIONS AND EXPENDITURES

**IMPORTANT:** All In-Kind Contributions and Expenditures must be listed on Schedule C.

1. **At the top of Schedule C, enter the following information in the appropriate fields:**
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule C pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule C pages.
2. **Each In-Kind Contribution and Expenditure has two parts; a contribution entry and an expenditure entry. For the Contribution portion of the donation, enter the following information in the appropriate fields:**
   a) The Date the In-Kind Contribution was made. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 17.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor in this Calendar Year.
3. **For the Expenditure portion of the donation, enter the following information in the appropriate fields:**
   a) The Full Name and Mailing Address of the recipient of the expenditure.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Amount of the expenditure, which should match the amount of the contribution.
   c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.

---

**IMPORTANT:** The Name listed in the Contribution and the Expenditure section will not always be the same name.

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**EXAMPLE 1: Out-of-Pocket -** The Candidate's son personally paid for car expenses and was not reimbursed from the campaign. This is considered an In-Kind Contribution from the Candidate's son. See the completed entry on Line 1 on the Schedule C example on page 35.

**EXAMPLE 2: Fair Market Value: Actual Cost -** Bill Smith purchased yard signs from Signs by Design for Mr. Doe. Mr. Smith was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with Bill Smith listed as the contributor and Signs by Design as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the signs (i.e. the cost of the signs paid to Signs by Design). See the completed entry on Line 2 on the Schedule C example on page 35.

**EXAMPLE 3: Fair Market Value: Estimated Cost -** HOW Employees React PAC paid for a survey for Mr. Doe. HOW Employees React PAC was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with HOW Employees React PAC listed as the contributor and Best Results as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the survey (i.e. the amount that the Candidate would have paid for a comparable survey). See the completed entry on Line 3 on the Schedule C example on page 35.

4. **Once the Schedule C - In-Kind Contributions and Expenditures page is completed, complete the following:**
   a) Add the expenditure amount listed on each line together and place the total in the box titled "Expenditure Total."
   b) Add the contribution amount listed on each line together and place the total in the box titled "Contributor Total."
5. **Combine the Expenditure Total from each Schedule C page completed and enter the grand total of the In-Kind Expenditures made this reporting period on line 8 of the Detailed Summary page.**

# SCHEDULE C
## IN-KIND CONTRIBUTIONS and EXPENDITURES

Name of Candidate or Committee: John Doe

**Purpose Codes**

| | | | |
|---|---|---|---|
| **A** | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | **N** | Newspaper & Other Periodical Advertising |
| **B** | Broadcast Advertising (Radio, TV & Internet) | **O** | Other Advertising (Yard Signs, Buttons, etc.) |
| **C** | Contributions to Candidates & PAC's | **P** | Postage |
| **D** | Donations & Gifts | **S** | Surveys & Polls |
| **E** | Event Expenses | **T** | Tickets (Events) |
| **F** | Food & Refreshments | **U** | Utilities |
| **G** | General Operational Expenses | **W** | Wages, Salaries, Benefits & Bonuses |
| **L** | Literature, Brochures, Printing | **Y** | Petition Circulators |
| **M** | Management Services | **Z** | Preparation & Production of Advertising |

| | | | |
|---|---|---|---|
| 1. 05/26/08 [X] Primary [ ] General | Contributor Name, Mailing Address and Zip Code<br>Donald Doe<br>1830 Lucky Lane<br>Anytown ID 83211 | | $ 69.00<br>$ 69.00<br>Calendar Year-To-Date |
| | Expenditure Name, Mailing Address and Zip Code<br>Donald Doe<br>1830 Lucky Lane<br>Anytown ID 83211 | $ 69.00 | Purpose Code<br>A |
| 2. 05/17/08 [X] Primary [ ] General | Contributor Name, Mailing Address and Zip Code<br>Bill Smith<br>PO Box 27<br>Anytown ID 83211 | | $ 250.00<br>$ 250.00<br>Calendar Year-To-Date |
| | Expenditure Name, Mailing Address and Zip Code<br>Signs by Design<br>PO Box 27<br>Anytown ID 83211 | $ 250.00 | Purpose Code<br>O |
| 3. 05/13/08 [X] Primary [ ] General | Contributor Name, Mailing Address and Zip Code<br>HOW Employees React PAC<br>PO Box 33<br>Washington DC 21111 | | $ 698.97<br>$ 698.97<br>Calendar Year-To-Date |
| | Expenditure Name, Mailing Address and Zip Code<br>Best Results<br>1600 W 1100 N<br>Olympia WA 98504 | $ 698.97 | Purpose Code<br>S |
| 4. [ ] Primary [ ] General | Contributor Name, Mailing Address and Zip Code | | $<br>$<br>Calendar Year-To-Date |
| | Expenditure Name, Mailing Address and Zip Code | $ | Purpose Code |

**Expenditure Total:**
**(Transfer the combined total of all Expenditures on Schedule C pages to the Detailed Summary, page 2 line 8)** $ 1,017.97

**Contributor Total:**
**(Transfer the combined total of all Contributors on Schedule C pages to the Detailed Summary, page 2 line 3)** $ 1,017.97

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SCHEDULE D - LOANS

1. **Each loan to a campaign increases the campaigns cash balance. To complete Schedule D - Loans, enter the following information in the appropriate fields:**
   a) The Name and Mailing Address of the Lender.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Previous Balance of the loan listed at the end of the last reporting period.
      i) If this is the first loan from this Lender, this amount will be $0.
      ii) If the Lender was listed on the last report, this figure will be transferred from the balance column on the previous report for this Lender.
   c) The Date (MM/DD/YY) and Amount of the loan received this reporting period.
   d) The Amount of any Interest accrued on the loan during this reporting period.
   e) The Date (MM/DD/YY) and Amount of any Repayments of the Loan during this reporting period.
   f) Total the Balance Outstanding at the end of this reporting period.
      i) Previous Balance + New Loan amount + Interest - Repayments = Balance Outstanding

**NOTE:** In the completed example on page 37, the Candidate received a $4,000 loan from his bank on May 15, 2008. Between May 15th and the end of this reporting period, interest had accrued in the amount of $42.50. The Candidate paid $1,192.50 to the bank on June 1st, which included the accrued interest. See the completed example on page 37 for correct reporting of these transactions.

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**IMPORTANT:** If the Candidate loans personal funds to the campaign, the Candidate would be listed as the Lender.

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2. **Once the Schedule D - Loans page is completed, complete the following:**
   a) Add the Previous Balance amount listed on each line together and place the total in the box titled “Previous Total.”
   b) Add the New Loans Received amount listed on each line together and place the total in the box titled “Received Total.”
   c) Add the Interest Accrued amount listed on each line together and place the total in the box titled “Interest Total.”
   d) Add the Repayments of Loans amount listed on each line together and place the total in the box titled “Repayments Total.”
   e) Add the Ending Balance amount listed on each line together and place the total in the box titled “Ending Balance Total.”
3. **Combine the Received Total from each Schedule D page completed and enter the grand total of the Loans Received this reporting period on line 4 of the Detailed Summary page.**
4. **Combine the Repayments Total from each Schedule D page completed and enter the grand total of the Repayments made this reporting period on line 9 of the Detailed Summary page.**
5. **Combine the Received Total and the Interest Total from each Schedule D page completed and enter the grand total on line 13 of the Detailed Summary page.**

# SCHEDULE D
# LOANS

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same Lender listed more than once. **Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code,** even if it is repaid in full.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. **Note: Any loan that was repaid in full in a previous reporting period does not need to be listed.** The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

| Name, Mailing Address and Zip Code of Lender (Candidate, Individual or Business) | **Previous** Balance of loan at the end of the last reporting period | **New** Loan amount received during this reporting period | **Interest** accrued during this reporting period | **Repayments** of Loan during this reporting period | **Balance** outstanding at the end of this reporting period |
|---|---|---|---|---|---|
| 1. 1st USA Bank<br>PO Box 123<br>Anytown ID 83211 | 0.00 | Date: 05/15/08<br>Amount: $ 4,000.00 | 42.50 | Date: 06/01/08<br>Amount: $ 1,192.50 | 2,850.00 |
| 2. John Doe<br>1820 Lucky Lane<br>Anytown ID 83211 | 0.00 | Date: 05/10/08<br>Amount: $ 2,000.00 | | Date:<br>Amount: $ | 2,000.00 |
| 3. | | Date:<br>Amount: $ | | Date:<br>Amount: $ | 0.00 |
| 4. | | Date:<br>Amount: $ | | Date:<br>Amount: $ | 0.00 |
| 5. | | Date:<br>Amount: $ | | Date:<br>Amount: $ | 0.00 |
| 6. | | Date:<br>Amount: $ | | Date:<br>Amount: $ | 0.00 |
| 7. | | Date:<br>Amount: $ | | Date:<br>Amount: $ | 0.00 |
| | **Previous** | **Received** | **Interest** | **Repayments** | **Ending Balance** |

**Previous Total:** $ 0.00

**Received Total: (Transfer the combined total of all received loans to the Detailed Summary, page 2 line 4)** $ 6,000.00

**Interest Total:** $ 42.50

**Repayments Total: (Transfer the combined total of all loan repayments to the Detailed Summary, page 2 line 9 & 16)** $ 1,192.50

**Ending Balance Total:** $ 4,850.00

**(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2 line 13)**

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SCHEDULE E - CREDIT CARDS and DEBT

1. **Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:**
   a) The Name and Mailing Address of the Creditor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Previous Balance of the debt listed at the end of the last reporting period.
      i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be $0.
      ii) If the Creditor was listed on the last report, the amount in the balance column of that report will be transferred.
   c) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of New Debt.
      i) This amount will include any accrued interest on the debt.
   d) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
   e) Total the Balance outstanding at the end of this reporting period.
      i) Previous Balance + New Debt amount - Repayments = Balance Outstanding

**EXAMPLE 1:** The Candidate, John Doe, incurred debt on his credit card. This debt was originally reported on a previous report as a New Debt amount and an Itemization of the New Debt. Mr. Doe has incurred additional debt on his credit card during this reporting period and made a payment. See the completed entry on Line 1 on the Schedule E example on page 39. If there has been no incurred debt on a credit card, a new entry must be listed. However, if the incurred debt is in addition to already reported debt on a credit card the new debt is added to the already reported debt.

**EXAMPLE 2:** The Candidate, John Doe, purchased broadcast advertising this reporting period from Media Associates. However, he has not paid the bill. See the completed entry on Line 2 on the Schedule E example on page 39.

**EXAMPLE 3:** The Candidate, John Doe, purchased broadcast advertising from the Walker Agency with an outstanding balance of $1,000 listed on the 7 Day Pre-Primary report. This reporting period he purchased an additional $750.00 worth of advertising and made a payment of $500.00 on the outstanding balance from the 7 Day Pre-Primary report. In this example, the Candidate must have two entries on the Schedule E page for the Walker Agency.

Entry 1: The Walker Agency is shown with a Previous Balance of $1,000. The $500.00 payment is listed in the Repayments of Debt column. The Outstanding Balance for this transaction will appear as $500.00.

Entry 2: The Walker Agency is listed a second time with a Previous Balance of $0. The $750.00 incurred amount is listed in the New Debt amount column. The Outstanding Balance for this transaction will appear as $750.00.

See the completed entries on Line 4 and 5 on the Schedule E example on page 39.

**EXAMPLE 4:** The Candidate, John Doe, hired Sam Smith during this reporting period to manage his campaign. Mr. Doe incured a $1,000.00 for services rendered and made a payment of $250.00. See the completed entry on Line 6 on the Schedule E example on page 39.

2. **Once the Schedule E - Credit Cards and Debt page is completed, complete the following:**
   a) Add the Previous Balance amount listed on each line together and place the total in the box titled “Previous Total.”
   b) Add the New Debt amount listed on each line together and place the total in the box titled “Incurred Total.”
   c) Add the Repayments amount listed on each line together and place the total in the box titled “Repayments Total.”
   e) Add the Ending Balance amount listed on each line together and place the total in the box titled “Ending Balance Total.”

3. **Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.**

4. **Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.**

# SCHEDULE E
# CREDIT CARDS and DEBT

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. **Note: Any debt that was repaid in full in a previous reporting period does not need to be listed.** The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

| Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business) | **Previous** Balance of debt at the end of the last reporting period | **New** Debt amount incurred during this reporting period | **Repayments** of Debt during this reporting period | **Balance** outstanding at the end of this reporting period |
|---|---|---|---|---|
| 1. Mastercard Inc.<br>Box 6000<br>Williams DE 01234 | 900.00 | Date: 06/06/08<br>Amount: $ 832.50 | Date: 05/15/08<br>Amount: $ 900.00 | 832.50 |
| 2. Media Associates<br>800 Maple Ave<br>Anytown WA 98000 | 0.00 | Date: 05/15/08<br>Amount: $ 7,000.00 | Date:<br>Amount: $ | 7,000.00 |
| 3. Skyline Aviation<br>100 Main Street<br>Everytown ID 83210 | 0.00 | Date: 05/20/08<br>Amount: $ 1,500.00 | Date:<br>Amount: $ | 1,500.00 |
| 4. Walker Agency<br>200 South 9th<br>Anytown ID 83211 | 1,000.00 | Date:<br>Amount: $ | Date: 06/02/08<br>Amount: $ 500.00 | 500.00 |
| 5. Walker Agency<br>200 South 9th<br>Anytown ID 83211 | 0.00 | Date: 05/18/08<br>Amount: $ 750.00 | Date:<br>Amount: $ | 750.00 |
| 6. Sam Smith<br>2015 Dover Drive<br>Anytown ID 83211 | 0.00 | Date: 05/15/08<br>Amount: $ 1,000.00 | Date: 06/02/08<br>Amount: $ 250.00 | 750.00 |

| | Previous | Incurred | Repayments | Ending Balance |
|---|---|---|---|---|
| **Previous Total:** | $ 1,900.00 | | | |
| **Incurred Total: (Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14)** | | $ 11,082.50 | | |
| **Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17)** | | | $ 1,650.00 | |
| **Ending Balance Total:** | | | | $ 11,332.50 |

# COMPLETING THE
# CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

## SCHEDULE E - CREDIT CARDS and DEBT

1. **Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:**
    a) The Name and Mailing Address of the Creditor.
        i) First and Last Name of the Individual, or
        ii) Full Organizational Name, and
        iii) Complete Mailing Address including Zip Code.
    b) The Previous Balance of the debt listed at the end of the last reporting period.
        i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be $0.
        ii) If the Creditor was listed on the last report, this figure will be the balance column on that report for this Creditor.
    c) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of the New Debt
        i) This amount will include any accrued interest on the debt.
    d) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
    e) Total the Balance outstanding at the end of this reporting period.
        i) Previous Balance + New Debt amount - Repayments = Balance Outstanding

**EXAMPLE 5:** The Candidate, John Doe, listed an outstanding balance of $1,000 for Skyking Aviation on the 7 Day Pre-Primary report. Skyking Aviation is shown with a Previous Balance of $1,000. Mr. Doe did not incur any additional debt but did make a payment of $1,000 to Skyking Aviation this reporting period. See the completed entry on page 41 for correct reporting.

**EXAMPLE 6:** The Candidate, John Doe, listed an outstanding balance of $636.43 for All Marketing on the 7 Day Pre-Primary report. All Marketing is shown with a Previous Balance of $636.43. Mr. Doe did not incur any additional debt or make any payments to All Marketing this reporting period. See the completed entry on page 41 for correct reporting.

2. **Once the Schedule E - Credit Cards and Debt page is completed, complete the following:**
    a) Add the Previous Balance amount listed on each line together and place the total in the box titled “Previous Total.”
    b) Add the New Debt amount listed on each line together and place the total in the box titled “Incurred Total.”
    c) Add the Repayments amount listed on each line together and place the total in the box titled “Repayments Total.”
    e) Add the Ending Balance amount listed on each line together and place the total in the box titled “Ending Balance Total.”
3. **Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.**
4. **Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.**

# SCHEDULE E
# CREDIT CARDS and DEBT

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. **Note: Any debt that was repaid in full in a previous reporting period does not need to be listed.** The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

| Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business) | **Previous** Balance of debt at the end of the last reporting period | **New** Debt amount incurred during this reporting period | **Repayments** of Debt during this reporting period | **Balance** outstanding at the end of this reporting period |
|---|---|---|---|---|
| 1. Skyking Aviation<br>PO Box 200<br>Anytown ID 83211 | 1,000.00 | Date:<br>Amount:<br>$ | Date: 06/02/08<br>Amount:<br>$ 1,000.00 | 0.00 |
| 2. All Marketing<br>PO Box 4500<br>Anytown WA 98000 | 636.43 | Date:<br>Amount:<br>$ | Date:<br>Amount:<br>$ | 636.43 |
| 3. | | Date:<br>Amount:<br>$ | Date:<br>Amount:<br>$ | |
| 4. | | Date:<br>Amount:<br>$ | Date:<br>Amount:<br>$ | |
| 5. | | Date:<br>Amount:<br>$ | Date:<br>Amount:<br>$ | |
| 6. | | Date:<br>Amount:<br>$ | Date:<br>Amount:<br>$ | |

| | **Previous** | **Incurred** | **Repayments** | **Ending Balance** |
|---|---|---|---|---|
| **Previous Total:** | $ 1,636.43 | | | |
| **Incurred Total: (Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14)** | | $ 0.00 | | |
| **Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17)** | | | $ 1,000.00 | |
| **Ending Balance Total:** | | | | $ 636.43 |

## SCHEDULE E-1 - CREDIT CARDS and DEBT ITEMIZATION

Each new debt listed on Schedule E must have a Schedule E-1 attached. This schedule itemizes the new debt with the date incurred, who it was incurred from, the purpose and the amount. The total of itemization for each Creditor should equal the New Loan amount on Schedule E.

1. **At the top of Schedule E-1, enter the following information in the appropriate fields:**
   a) The Name of the Creditor.
   b) The page number of this sheet and the total number of Schedule E-1 pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule E-1 pages.
2. **Each New Debt incurred by a campaign increases the debt owed by the campaign and must be itemized. To complete Schedule E-1 - Credit Cards and Debt Itemization, enter the following information in the appropriate fields:**
   a) The Date the Debt was incurred.
   b) The Name and Mailing Address of the Expenditure.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
   c) The Amount of the incurred expenditure.
3. **Once the Schedule E-1 - Credit Card and Debt Itemization page is completed, add the Expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."**

---

**IMPORTANT:** The total of itemizations for this Creditor should equal the new loan amount listed on Schedule E - Credit Card and Debt page for this Creditor.

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**NOTE:** Pages 43 through 45 are examples of correct entry of E-1 forms based on the completed Schedule E examples on page 39 and 41.

# SCHEDULE E-1
## CREDIT CARD and DEBT ITEMIZATION

**Name of Creditor from Schedule E:** Mastercard Inc.

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

**Purpose Codes**

- **A** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B** Broadcast Advertising (Radio, TV & Internet)
- **C** Contributions to Candidates & PAC's
- **D** Donations & Gifts
- **E** Event Expenses
- **F** Food & Refreshments
- **G** General Operational Expenses
- **I** Interest Accrued & Finance Charges
- **L** Literature, Brochures, Printing
- **M** Management Services
- **N** Newspaper & Other Periodical Advertising
- **O** Other Advertising (Yard Signs, Buttons, etc.)
- **P** Postage
- **S** Surveys & Polls
- **T** Tickets (Events)
- **U** Utilities
- **W** Wages, Salaries, Benefits & Bonuses
- **Y** Petition Circulators
- **Z** Preparation & Production of Advertising

| Date Incurred | Full Name, Mailing Address and Zip Code of Expenditure | Purpose Code | Amount |
|---|---|---|---|
| 05/15/08 | 1. Computers For You<br>101 Main St<br>Anytown ID 83211 | G | $ 632.50 |
| 06/01/08 | 2. Smart Printing<br>1930 Level Way<br>Anytown ID 83211 | L | $ 200.00 |
| | 3. | | $ |
| | 4. | | $ |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | | Total This Page: | $ 832.50 |

**The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.**

Page 2 of 5

## SCHEDULE E-1
## CREDIT CARD and DEBT ITEMIZATION

**Name of Creditor from Schedule E:** Media Associates

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

**Purpose Codes**

| | | | |
|---|---|---|---|
| **A** | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | **N** | Newspaper & Other Periodical Advertising |
| **B** | Broadcast Advertising (Radio, TV & Internet) | **O** | Other Advertising (Yard Signs, Buttons, etc.) |
| **C** | Contributions to Candidates & PAC's | **P** | Postage |
| **D** | Donations & Gifts | **S** | Surveys & Polls |
| **E** | Event Expenses | **T** | Tickets (Events) |
| **F** | Food & Refreshments | **U** | Utilities |
| **G** | General Operational Expenses | **W** | Wages, Salaries, Benefits & Bonuses |
| **I** | Interest Accrued & Finance Charges | **Y** | Petition Circulators |
| **L** | Literature, Brochures, Printing | **Z** | Preparation & Production of Advertising |
| **M** | Management Services | | |

| Date Incurred | Full Name, Mailing Address and Zip Code of Expenditure | Purpose Code | Amount |
|---|---|---|---|
| 5/15/08 | 1. Media Associates<br>800 Maple Ave<br>Anytown ID 83211 | B | $ 7,000.00 |
| | 2. | | $ |
| | 3. | | $ |
| | 4. | | $ |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | | Total This Page: | $ 7,000.00 |

**The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.**

Page 3 of 5

## SCHEDULE E-1
## CREDIT CARD and DEBT ITEMIZATION

**Name of Creditor from Schedule E:** Skyline Aviation

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

**Purpose Codes**

| | | | |
|---|---|---|---|
| **A** | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | **N** | Newspaper & Other Periodical Advertising |
| **B** | Broadcast Advertising (Radio, TV & Internet) | **O** | Other Advertising (Yard Signs, Buttons, etc.) |
| **C** | Contributions to Candidates & PAC's | **P** | Postage |
| **D** | Donations & Gifts | **S** | Surveys & Polls |
| **E** | Event Expenses | **T** | Tickets (Events) |
| **F** | Food & Refreshments | **U** | Utilities |
| **G** | General Operational Expenses | **W** | Wages, Salaries, Benefits & Bonuses |
| **I** | Interest Accrued & Finance Charges | **Y** | Petition Circulators |
| **L** | Literature, Brochures, Printing | **Z** | Preparation & Production of Advertising |
| **M** | Management Services | | |

| Date Incurred | Full Name, Mailing Address and Zip Code of Expenditure | Purpose Code | Amount |
|---|---|---|---|
| 5/20/08 | 1. Skyline Aviation<br>100 Main Street<br>Everytown ID 83212 | A | $ 1,500.00 |
| | 2. | | $ |
| | 3. | | $ |
| | 4. | | $ |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | | Total This Page: | $ 1,500.00 |

**The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.**

## SCHEDULE E-1
## CREDIT CARD and DEBT ITEMIZATION

Page 5 of 5

**Name of Creditor from Schedule E:** Sam Smith

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

**Purpose Codes**

| | | | |
|---|---|---|---|
| A | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N | Newspaper & Other Periodical Advertising |
| B | Broadcast Advertising (Radio, TV & Internet) | O | Other Advertising (Yard Signs, Buttons, etc.) |
| C | Contributions to Candidates & PAC's | P | Postage |
| D | Donations & Gifts | S | Surveys & Polls |
| E | Event Expenses | T | Tickets (Events) |
| F | Food & Refreshments | U | Utilities |
| G | General Operational Expenses | W | Wages, Salaries, Benefits & Bonuses |
| I | Interest Accrued & Finance Charges | Y | Petition Circulators |
| L | Literature, Brochures, Printing | Z | Preparation & Production of Advertising |
| M | Management Services | | |

| Date Incurred | Full Name, Mailing Address and Zip Code of Expenditure | Purpose Code | Amount |
|---|---|---|---|
| 5/15/08 | 1. Sam Smith<br>2015 Dover Drive<br>Anytown ID 83211 | M | $ 1,000.00 |
| | 2. | | $ |
| | 3. | | $ |
| | 4. | | $ |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | | Total This Page: | $ 1,000.00 |

**The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.**

## SCHEDULE E-1
## CREDIT CARD and DEBT ITEMIZATION

Page 4 of 5

**Name of Creditor from Schedule E:** Walker Agency

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

**Purpose Codes**

| | | | |
|---|---|---|---|
| A | All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N | Newspaper & Other Periodical Advertising |
| B | Broadcast Advertising (Radio, TV & Internet) | O | Other Advertising (Yard Signs, Buttons, etc.) |
| C | Contributions to Candidates & PAC's | P | Postage |
| D | Donations & Gifts | S | Surveys & Polls |
| E | Event Expenses | T | Tickets (Events) |
| F | Food & Refreshments | U | Utilities |
| G | General Operational Expenses | W | Wages, Salaries, Benefits & Bonuses |
| I | Interest Accrued & Finance Charges | Y | Petition Circulators |
| L | Literature, Brochures, Printing | Z | Preparation & Production of Advertising |
| M | Management Services | | |

| Date Incurred | Full Name, Mailing Address and Zip Code of Expenditure | Purpose Code | Amount |
|---|---|---|---|
| 5/18/08 | 1. Walker Agency<br>200 South 9th<br>Anytown ID 83211 | B | $ 750.00 |
| | 2. | | $ |
| | 3. | | $ |
| | 4. | | $ |
| | 5. | | $ |
| | 6. | | $ |
| | 7. | | $ |
| | 8. | | $ |
| | 9. | | $ |
| | | Total This Page: | $ 750.00 |

**The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.**

## COMPLETING THE
## CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

### SCHEDULE F - PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED

If you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period, you need to report them on Schedule F - Pledged Contributions.

1. **At the top of Schedule F, enter the following information in the appropriate fields:**
   a) The Name of the Candidate or Committee submitting the report.
   b) The page number of this sheet and the total number of Schedule F pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule F pages.
2. **For each Pledged Contribution, enter the following information in the appropriate fields:**
   a) For Candidates, mark whether the contribution is pledged for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 17.
   b) The Date the contribution was pledged. (MM/DD/YY)
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the pledged contribution.
3. **Once the Schedule F - Pledge Contributions page is completed, add the Contribution amount listed on each line together and place the total in the box titled "Total Amount of Pledged Contributions."**
4. **Combine the Pledged Contribution total from each Schedule F page completed. Enter the grand total on line 20 of the Detailed Summary page.**

# SCHEDULE F
# PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED



Name of Candidate or Committee: John Doe

**Directions:** Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

| Pledged For | Date Pledged | Full Name, Mailing Address and Zip Code of Contributor | Amount Pledged |
|---|---|---|---|
| ☐ Primary ☒ General | 6 / 03 / 08 | 1. Margaret Smith PO Box 154 Anytown ID 83211 | 500.00 |
| ☐ Primary ☐ General | __/__/__ | 2. | |
| ☐ Primary ☐ General | __/__/__ | 3. | |
| ☐ Primary ☐ General | __/__/__ | 4. | |
| ☐ Primary ☐ General | __/__/__ | 5. | |
| ☐ Primary ☐ General | __/__/__ | 6. | |
| ☐ Primary ☐ General | __/__/__ | 7. | |
| ☐ Primary ☐ General | __/__/__ | 8. | |
| ☐ Primary ☐ General | __/__/__ | 9. | |
| ☐ Primary ☐ General | __/__/__ | 10. | |
| ☐ Primary ☐ General | __/__/__ | 11. | |

Total Amount of Pledged Contributions: $ 500.00

**Transfer the combined total of all Schedule F pages to the Detailed Summary, page 2 line 20.**

# 48 Hour Notice of Contributions/Loans Received of $1,000 or more C-5

## 48 HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED

**Who must file a 48 Hour Notice of Contributions/Loans Received of $1,000 or more?**

Each Candidate and any Measure Committee who receives a contribution of a $1,000 or more between the filing of the 7 Day Pre-Election report and more than 48 hours before any Primary or General Election.

a) Primary Election: Between May 12th and May 24th, 2008

b) General Election: Between October 20th and November 1st, 2008

**When must the 48 Hour Notice of Contributions/Loans Received be filed?**

The 48 Hour Notice must be received in the Secretary of State's Office within 48 hours from the receipt of the contribution.

**What does the 48 Hour Notice of Contributions/Loans Received of $1,000 or more contain?**

The 48 Hour Notice of Contributions/Loans contains the Name and Address of the Candidate or Measure Committee along with the Name and Address of the contributor, the Date the contribution was received and the Amount of the contribution.

**Are personal funds and In-Kind Contributions included in the 48 Hour Notice requirement?**

Yes, this applies to all contributions including personal funds from the Candidate and In-Kind Contributions.

a) **Note:** Political Committees making last minute In-Kind Contributions have an obligation to notify affected Candidate(s) and/or Political Committee(s) immediately in order that they can file a timely 48 Hour Notice.

**Does a contribution reported on a 48 Hour Notice need to be reported on another report?**

Yes, all contributions reported on the 48 Hour Notice of Contributions/Loans Received must be reported on the appropriate 30 Day Post-Election report. The 48 Hour Notice of Contributions/Loans Received is only a notification of the receipt of the contribution and does not affect the balances on any of the filed Campaign Disclosure Reports.

**Can a 48 Hour Notice of Contributions/Loans Received be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

## COMPLETING THE 48 HOUR NOTICE OF CONTRIBUTIONS REPORT (C-5)

1. **Complete the fields regarding the Candidate or Committee submitting the report.**
2. **In the space provided, enter the following information regarding the contribution received:**
   a) The Date the contribution was received.
   b) The Full Name and Address of the Contributor or Lender.
      i) The First and Last Name of the Individual or the Full Organization Name.
      ii) The Mailing Address, including the City, State and Zip Code.
   c) The Amount of the Contribution in the appropriate field. (Options: Cash or Check, In-Kind or Loan)
3. **If more than 1 contributor is being listed on this report, complete the information in step 2 for each contributor.**
4. **Print the Name of the Political Treasurer completing the report on the line "I, ____, hereby certify..".**
   a) If the Candidate or Committee Chairman completes the report, enter their name in place of the Political Treasurer's.
5. **The Political Treasurer completing the report must sign prior to submitting it to the Secretary of State's Office.**
   a) If the Candidate or Committee Chairman completes the report, they must sign in the place of the Political Treasurer.

# 48 HOUR NOTICE
# OF CONTRIBUTIONS / LOANS RECEIVED
# of $1,000 or more

Directions: Use this form to report any contribution of one thousand dollars ($1,000) or more, received after the sixteenth (16) day before, but more than forty-eight (48) hours before, any primary or general election. Notification must be made within forty-eight (48) hours after receipt of such contribution. (Sec. 67-6607(c), I.C.)

| 2008 Elections | |
|---|---|
| | 48 Hour Notice required for contributions: |
| Primary Election | May 12, 2008 through May 20, 2008 |
| General Election | October 20, 2008 through November 1, 2008 |

This requirement applies to all types of contributions, including but not limited to:

- cash contributions
- in-kind contributions
- loans
- contributions or personal loans made by the candidate

| Name of Candidate or Committee: | District (if applicable) |
|---|---|
| John Doe | 30 |
| Mailing Address: 1820 Lucky Lane | |
| City and Zip Code: Anytown, ID 83211 | |

| Date Received | Full Name, Mailing Address and Zip Code of Contributor/Lender | Cash or Check | In-Kind (non-monetary) | Loan |
|---|---|---|---|---|
| 10 / 22 / 08 | 1. Daniel Doe<br>2300 Ace Road<br>Anytown, ID 83211 | $ 1,000.00 | $ | $ |
| / / | 2. | $ | $ | $ |
| / / | 3. | $ | $ | $ |

**RETURN THIS FORM TO:**
Ben Ysursa
Secretary of State
Elections Division
PO Box 83720
Boise, ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

I, Donna Doe, hereby certify that the information in this report is a true, complete and correct.
*Name of Political Treasurer*

Donna Doe
*Signature of Political Treasurer*

# Independent Expenditures
# C-4 and C-7

# INDEPENDENT EXPENDITURES

**What is an Independent Expenditure?**

"Independent expenditure" means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, "expressly advocating" means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression of such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject." (Section 67-6602(i), I.C.)

**Does a person in the definition of an Independent Expenditure include more than a single individual?**

Yes, a person "means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons." (Section 67-6602(o), I.C.)

**What does expressly advocating mean?**

Expressly advocating "means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as "Vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject." (Section 67-6602(i), I.C.)

**Who must file an Independent Expenditure Report?**

An Independent Expenditure Report must be filed by:

a) Any person not filing campaign disclosure reports with the Secretary of State's Office who makes Independent Expenditures exceeding $100 in aggregate supporting or opposing any one Candidate, Political Committee or Measure. They must file the Statement of Independent Expenditures (C-4).
b) Each person, including Candidates and Political Committees, who make Independent Expenditures of $1,000 or more in aggregate after the 16th day before, but more than 48 hours before, any Primary or General Election. They must file the 48 Hour Notice of Independent Expenditures (C-7).

**When must an Independent Expenditure report be filed?**

Independent Expenditure (C-4) reports must be filed not less than 7 days prior to and 30 days after the Primary and General Election.

a)

| Expenditures Made Between | Report is Due |
|---|---|
| January 1, 2007 - May 11, 2008 | May 20, 2008 |
| May 12, 2008 - June 6, 2008 | June 26, 2008 |
| June 7, 2008 - October 19, 2008 | October 28, 2008 |
| October 20, 2008 - November 14, 2008 | December 4, 2008 |

**When must an Independent Expenditure: 48 Hour Notice report be filed?**

Independent Expenditure: 48 Hour Notice report must be filed not more than 48 hours from the time an expenditure of $1,000 in aggregate has been made after the 16th day before, but more than 48 hours before, any Primary or General Election.

a)

| Expenditures Made Between | Report is Due |
|---|---|
| May 12, 2008 - May 24, 2008 | Within 48 hours of expenditure |
| October 20, 2008 - November 1, 2008 | Within 48 hours of expenditure |

**What does the Independent Expenditure report and the Indpendent Expenditure: 48 Hour Notice Report contain?**

The Independent Expenditure report contains the following:

a) The Name and Address of the Individual making the Independent Expenditure;
b) The Name and Address of any person to whom an expenditure in excess of $50 has been made in support of or in opposition to any Candidate or Issue during the reporting period;
c) The Amount of the expenditure;
d) The Date of the expenditure;
e) The Purpose of the expenditure;
f) The Names of Candidates or Measures supported;
g) The Names of Candidates or Measures opposed; and
h) The Total of all Expenditures made in support of or in opposition to any such Candidate or Measure.

**Can an Independent Expenditure report be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

## COMPLETING THE INDEPENDENT EXPENDITURES (C-4) REPORT

To complete the Independent Expenditure Report form, follow the steps below.

1. **Complete the fields regarding the individual submitting the report.**
2. **Identify the report being filed by checking the box to the left of the appropriate Type of Report.**
    a) The report options are:
        i) 7 Day Pre-Primary Statement
        ii) 30 Day Post-Primary Statement
        iii) 7 Day Pre-General Statement
        iv) 30 Day Post-General Statement
3. **Enter the Total Amount of Expenditures being reported.**
4. **In the space provided, enter the following information regarding each recipient:**
    a) The Date the expenditure was made.
    b) The Full Name and Address of the recipient.
        i) The First and Last Name of the Individual or the Full Organization Name.
        ii) The Mailing Address, including City, State and Zip Code.
    c) The Candidate and/or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column.
    d) The Amount of the expenditure in the Amount column.
    e) The Purpose Code for each expenditure from the list of Purpose Codes.
5. **Print the Name of the Individual filing the report on the line "I, ____, hereby certify..".**
6. **The Individual filing the report must sign the report prior to submitting it to the Secretary of State's Office.**

# INDEPENDENT EXPENDITURES

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

Totaling More Than $100
Made In Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: Citizens for Change Committee Telephone No.: (208) 444-1000

Mailing Address and Zip Code: 1800 W Lincoln Ave; Anytown, ID 83211

## TYPE OF REPORT

- [x] 7 Day Pre-Primary Statement
- [ ] 30 Day Post Primary Statement
- [ ] 7 Day Pre-General Statement
- [ ] 30 Day Post-General Statement

**Purpose Codes**

B Broadcast Advertising (Radio, TV & Internet)
E Event Expenses
F Food & Refreshments
L Literature, Brochures, Printing
N Newspaper & Other Periodical Advertising
O Other Advertising (Yard Signs, Buttons, etc.)
P Postage
S Surveys & Polls
Z Preparation & Production of Advertising

## ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

| Date | Full Name, Mailing Address and Zip Code of Recipient | Candidate/Measure Supported/Opposed | Purpose Code | Amount |
|---|---|---|---|---|
| 05 / 06 / 08 | 1. About the Town News<br>PO Box 40<br>Anytown, ID 83211 | Support John Doe<br>Oppose Janet Jet | L | $ 2500.00 |
| __/__/__ | 2. | | | $ ______ |
| __/__/__ | 3. | | | $ ______ |
| __/__/__ | 4. | | | $ ______ |
| __/__/__ | 5. | | | $ ______ |

**RETURN THIS FORM TO:**
Ben Ysursa
Secretary of State
Elections Division
PO Box 83720
Boise, ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

Total Expenditure(s): $ 2500.00

I, Mary Jones, hereby certify that the information in this report is true, complete and correct.
Name

Mary Jones
Signature

# COMPLETING THE INDEPENDENT EXPENDITURES: 48 HOUR NOTICE (C-7) REPORT

To complete the Independent Expenditure: 48 Hour Notice Report, follow the steps below.

1. **Complete the fields regarding the individual or Political Committee submitting the report.**
2. **In the space provided, enter the following information regarding each recipient:**
   a) The Date the expenditure was made.
   b) The Full Name and Address of the recipient.
      i) The First and Last Name of the Individual or the Full Organization Name.
      ii) The Mailing Address, including City, State and Zip Code.
   c) Enter the Candidate or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column.
   d) Enter the Amount of the expenditure in the Amount column.
   e) Enter the Purpose Code for each expenditure from the list of Purpose Codes.
3. **On the line titled "Total Expenditure(s)," enter the total amount of expenditures listed on the report.**
4. **Print the Name of the Individual filing the report on the line "I, ____, hereby certify..".**
5. **The Individual filing the report must sign the report prior to submitting it to the Secretary of State's Office.**

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# INDEPENDENT EXPENDITURES
# 48 HOUR NOTICE

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

Totaling $1000 or More
Made in Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: Citizens for Change Committee Telephone No.: (208) 444-1000

Mailing Address and Zip Code: 1800 W Lincoln; Anytown, ID 83211

## 2008 Elections

48 Hour Notice required for expenditures made:

Primary Election -- May 12, 2008 through May 24, 2008 General Election -- October 20, 2008 through November 1, 2008

**Purpose Codes**

- B Broadcast Advertising (Radio, TV & Internet)
- E Event Expenses
- F Food & Refreshments
- L Literature, Brochures, Printing
- N Newspaper & Other Periodical Advertising
- O Other Advertising (Yard Signs, Buttons, etc.)
- P Postage
- S Surveys & Polls
- Z Preparation & Production of Advertising

## ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

| Date | Full Name, Mailing Address and Zip Code of Recipient | Candidate/Measure Supported/Opposed | Purpose Code | Amount |
|---|---|---|---|---|
| 05 / 03 / 08 | 1. State Newspaper<br>PO Box 70<br>Anytown, ID 83211 | Support John Doe | N | $ 1000.00 |
| 05 / 03 / 08 | 2. Anytown Newspaper<br>101 Main St<br>Anytown, ID 83211 | Support John Doe | N | $ 500.00 |
| / / | 3. | | | $ |
| / / | 4. | | | $ |
| / / | 5. | | | $ |

**RETURN THIS FORM TO:**
Ben Ysursa
Secretary of State
Elections Division
PO Box 83720
Boise, ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

Total Expenditure(s): $ 1500

I, Mary Jones, hereby certify that the information in this report is true, complete and correct.
Name

Mary Jones
Signature

# Electioneering Communication
# C-8

# ELECTIONEERING COMMUNICATIONS

**What is an Electioneering Communication?**

An "Electioneering Communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

(i) Unambiguously refers to any candidate; and

(ii) Is broadcasted, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and

(iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office.

**Are there any exemptions to an Electioneering Communication?**

An Electioneering Communication does not include:

(i) Any news articles, editorial endorsements, opinion or commentary, writings, or letter to the editor printed in a newspaper, magazine, or other periodical not owned or controlled by a candidate or political party;

(ii) Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate or political party;

(iii) Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families;

(iv) Any communication which refers to any candidate only as part of the popular name of a bill or statute;

(v) A communication which constitutes an expenditure or an independent expenditure under this chapter.

**Who must file an Electioneering Communication report?**

Any person who conducts or transmits any Electioneering Communication and incurs costs in excess of $100. In addition, any person that incurs costs of $1,000 or more for the purpose of electioneering must file within 48 hours.

**When must an Electioneering Communication report be filed?**

An Electioneering Communication must be filed:

a) Not less than 7 days prior to and 30 days after the Primary and General Election.

i)

| Expenditures Made Between | Report is Due |
|---|---|
| April 27, 2008 - May 11, 2008 | May 20, 2008 |
| May 12, 2008 - June 6, 2008 | June 26, 2008 |
| September 5, 2008 - October 19, 2008 | October 28, 2008 |
| October 20, 2008 - November 14, 2008 | December 4, 2008 |

b) Within 48 hours if costs incurred are $1,000 or more during the 30 day period prior to the Primary Election and 60 day period prior to the General Election.

i)

| Expenditures Made Between | Report is Due |
|---|---|
| May 12, 2008 - May 24, 2008 | Within 48 hours of expenditure |
| October 20, 2008 - November 1, 2008 | Within 48 hours of expenditure |

**Does a person in the definition of an Electioneering Communication include more than a single individual?**

Yes, a person "means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons." (Section 67-6602(o), I.C.)

**Can an Electioneering Communication report be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

**What does the Electioneering Communication report contain?**

The Electioneering Communication report contains the following:

a) The Name, Address & Phone Number of the Individual reporting the Electioneering Communication.
b) The Amount spent on the communication.
c) The Names and Addresses of any person contributing $50 or more to the individual conducting or transmitting the Electioneering Communication.

## COMPLETING THE ELECTIONEERING COMMUNICATIONS (C-8) REPORT

1. **Complete the fields regarding the individual, organization or Political Committee making the Electioneering Communication.**
2. **Select the type of report being filed by placing a check mark in the box to the left of the desired report type.**
   a) For Reporting Dates see page 10.
3. **Identify if this is an amended report by selecting the check box to the left of either No or Yes.**
4. **If this is an amended report, enter the date the original report was filed.**
5. **Enter the Date the Electioneering Communication was distributed.**
6. **Enter the Total Expenditures this Statement.**
7. **Enter the Total Itemized Contributions of $50 or More this statement.**
8. **Enter the Total Contributions this statement.**

<u>**Itemized Contributions**</u>

9. **Print the Name of the Individual, Organization or Committee filing the report on the line at the top of the page.**
10. **For each contributor, enter the following information in the appropriate fields:**
    a) The Date the contribution was received.
    b) The Amount of the contribution.
    c) Mark whether the contribution was cash, loan or in-kind.
    d) The Name (Last Name then First Name) of the contributor.
    e) Enter the Address of the contributor.
    f) Enter the City, State and Zip Code of the contributor.

<u>**Itemized Expenditures**</u>

11. **Print the Name of the Individual, Organization or Committee filing the report on the line at the top of the page.**
12. **For each expenditure, enter the following information in the appropriate fields:**
    a) The Date the expenditure was made.
    b) The Amount of the expenditure.
    c) Mark whether the expenditure was Cash or In-Kind.
    d) The Name (Last Name then First Name) of the recipient.
    e) Enter the Address of the recipient.
    f) Enter the City, State and Zip Code for the recipient.
    g) Enter the type of communication distributed.
    h) Enter the Names of the Candidates that are referred to in the communication.
    i) Identify whether the communication is in support of or opposition to the Candidates listed.
    j) Enter the Purpose of the expenditure.
13. **On the front page of the Electioneering Communication report:**
    a) Print the Name of the Individual filing the report on the line “I, ____, hereby certify..”.
    b) The Individual filing the report must sign and date the report prior to sending it to the Secretary of State’s Office.

C-8
11/07

## REPORT OF ELECTIONEERING COMMUNICATION

For use by a person who has expended $100 or more per year on electioneering communications.

Any person incurring costs of <u>$1,000 or more must file within 48 hours</u> of incurring costs.

Name of person/entity: Stan Black

Address (Physical): 730 2nd Street City: Anytown State: ID Zip: 83211

Mailing Address: PO Box 141 City: Anytown State: ID Zip: 83211

Telephone: (208) 444-8080

**TYPE OF REPORT**

☑ 7 Day Pre-Primary Report ☐ 30 Day Post-Primary Report ☐ 48 Hour Report

☐ 7 Day Pre-General Report ☐ 30 Day Post-General Report

Is this an amended report? ☑ No ☐ Yes

This amends a previous report filed on ______________________

Date of Public Distribution(s): May 5, 2008

| | | |
|---|---|---|
| Total Expenditures this Statement | $ | 800.00 |
| Total Itemized Contributions of $50 or More this statement | $ | 800.00 |
| Total Contributions this statement | $ | 800.00 |

I Stan Black, hereby certify that the information in this
*Name of Individual Completing Report*
report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Stan Black
*Signature of Individual Completing Report*

May 6, 2008
*Date Signed*

**Return This Report To:**
**Ben Ysursa**
**Secretary of State**
**PO Box 83720**
**Boise ID 83720-0080**
**phone: (208) 334-2852**
**fax: (208) 334-2282**

## Itemized Contribution for Electioneering Communication ($50 or more)

Name of person/entity: Stan Black

| | |
|---|---|
| 1. Date Received 04 /10 / 08<br>2. Contribution Amount $ 75.00<br>3. ☑ Cash ☐ Loan ☐ In-Kind | 4. Name (last, first) Twigg, Melissa<br>5. Address PO Box 6<br>6. City/State/Zip Anytown, ID 83211 |

| | |
|---|---|
| 1. Date Received 04 /10 / 08<br>2. Contribution Amount $ 100.00<br>3. ☑ Cash ☐ Loan ☐ In-Kind | 4. Name (last, first) Smith, John<br>5. Address 2330 Lucky Lane<br>6. City/State/Zip Anytown, ID 83211 |

| | |
|---|---|
| 1. Date Received 05 /01 / 08<br>2. Contribution Amount $ 500.00<br>3. ☐ Cash ☐ Loan ☑ In-Kind | 4. Name (last, first) Printing Press<br>5. Address 676 W Bannock Dr.<br>6. City/State/Zip Anytown, ID 83211 |

| | |
|---|---|
| 1. Date Received 05 /03 / 08<br>2. Contribution Amount $ 125.00<br>3. ☑ Cash ☐ Loan ☐ In-Kind | 4. Name (last, first) Black, Stan<br>5. Address 730 2nd Street<br>6. City/State/Zip Anytown, ID 83211 |

| | |
|---|---|
| 1. Date Received __/__/__<br>2. Contribution Amount $______<br>3. ☐ Cash ☐ Loan ☐ In-Kind | 4. Name (last, first)______<br>5. Address______<br>6. City/State/Zip______ |

## Itemized Contribution for Electioneering Communication ($50 or more)

Name of person/entity: Stan Black

1. Date Expended 05 / 01 / 08
2. Amount $ 500.00
   - cash ☐
   - in-kind ☑
3. Name (last, first) Printing Press
4. Address 676 W Bannock Dr.
5. City/State/Zip Anytown ID 83211
6. Method of Communication(s) Flyer
7. Name of Candidate(s) referred to John Doe and Jim Johnson
8. Support ✓ Oppose ☐
9. Purpose of Expenditure Printing Flyers

---

1. Date Expended 05 / 01 / 08
2. Amount $ 300
   - cash ☑
   - in-kind ☐
3. Name (last, first) US Post Office
4. Address 250 Lost Street
5. City/State/Zip Anytown ID 83211
6. Method of Communication(s) Flyer
7. Name of Candidate(s) referred to John Doe & Jim Johnson
8. Support ✓ Oppose ☐
9. Purpose of Expenditure Postage

---

1. Date Expended ___/___/___
2. Amount $________
   - cash ☐
   - in-kind ☐
3. Name (last, first)________
4. Address________
5. City/State/Zip________
6. Method of Communication(s)________
7. Name of Candidate(s) referred to________
8. Support ☐ Oppose ☐
9. Purpose of Expenditure________

---

1. Date Expended ___/___/___
2. Amount $________
   - cash ☐
   - in-kind ☐
3. Name (last, first)________
4. Address________
5. City/State/Zip________
6. Method of Communication(s)________
7. Name of Candidate(s) referred to________
8. Support ☐ Oppose ☐
9. Purpose of Expenditure________

# Statement by a Nonbusiness Entity
# C-6

# NONBUSINESS ENTITY REPORT

**What is a Nonbusiness Entity?**

A "Nonbusiness entity" means any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

(1) Does not have as its principal purpose the conduct of business activities for profit; and

(2) Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67-6602(n), I.C.)

**Who must file a Nonbusiness Entity report?**

Any Nonbusiness Entity, domiciled in the state of Idaho, which makes expenditures in an amount exceeding $1,000 in any Calendar Year for the purpose of supporting or opposing 1 or more Candidates or measures.

a) Any Nonbusiness Entity who files with the Secretary of State's Office as a Political Committee is exempt from filing these reports.

**When must a Nonbusiness Entity report be filed?**

Within 30 days of exceeding the $1,000 threshold.

**What does the Nonbusiness Entity report contain?**

The Nonbusiness Entity report contains the following:

a) The Name and Address of the Nonbusiness Entity,

b) The Name, Title and Address of the Principal Officers or Directors,

c) The Name and Address of each individual or entity who contributed through fees, dues, payments, or other considerations more than $500 in the last 2 calendar years, and

d) The Name and Address of each individual or entity who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding $500 to such entity during the current year.

**If a Nonbusiness Entity makes Independent Expenditures which exceeds the $1,000 threshold, do they need to file the Independent Expenditure Report?**

Yes, a Nonbusiness Entity making Independent Expenditures that exceeds the $1,000 threshold shall file both the Statement by a Nonbusiness Entity (C-6) and the Statement of Independent Expenditures (C-4) in a timely manner. However, be aware that the filing deadlines for these reports are different.

**Can an Nonbusiness Entity report be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

## COMPLETING THE NONBUSINESS ENTITY REPORT (C-6)

1. **Complete the fields regarding the Nonbusiness Entity submitting the report.**
2. **In the space provided, enter the following information regarding the Principals of the Nonbusiness Entity:**
   a) The Full Name of each Principal, including First and Last Name, along with their Title.
   b) The Address of each Principal, including the City, State and Zip Code.
3. **In the space provided, enter the following information for each contributor to the Nonbusiness Entity:**
   a) The Full Name of each Contributor, including First and Last Name.
   b) The Address of each Contributor, including City, State and Zip Code.
4. **In the Certification section, enter the following information:**
   a) The Individual completing the report must sign.
   b) Enter the Title of the individual completing the report.
   c) Enter the Date the report was signed.

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Rev. 8/07

# STATEMENT BY A NONBUSINESS ENTITY

(Type or print clearly)
See instructions at bottom of page

**Name and Address of Nonbusiness Entity**

| Name | Address | City | State | Zip |
|---|---|---|---|---|
| Tree Toppers Association | 720 Ash Avenue | Anytown | ID | 83211 |

**Name and Address of Principal Officer or Directors**

| Name | Address | City | State | Zip |
|---|---|---|---|---|
| Paul Bunyon, Director | 1300 Oak Street | Anytown | ID | 83211 |
| Dick Dowdy, Director | 1100 Elm Street | Anytown | ID | 83211 |
| Charles Black, Director | 800 Walnut Ave | Antown | ID | 83211 |
| | | | | |
| | | | | |

List the name and address of each person whose fees, dues, payments or other consideration paid to the nonbusiness entity during either of the prior two (2) calendar years has exceeded $500; or who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding $500 to such entity during the current year.

| Name | Address | City | State | Zip |
|---|---|---|---|---|
| Forest Products, Inc. | PO Box 640 | Anytown | ID | 83211 |
| Timber Toppers, Inc. | 100 Log Lane | Anytown | ID | 83211 |
| Jones & Associates | PO Box 3 | Anytown | MT | 59600 |
| | | | | |
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INSTRUCTIONS

**Who should file this form?** Any nonbusiness entity, domiciled in the State of Idaho, which makes expenditures in an amount exceeding one thousand dollars ($1,000) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures. **(Please note the definition of nonbusiness entity and Section 67-6606, Idaho Code - reverse side.)**

**Filing Deadline:** This statement shall be filed within thirty (30) days of exceeding the one thousand dollars ($1,000) threshold.

**To Be Filed With:**
Ben Ysursa, Secretary of State
PO Box 83720
Boise ID 83720-0080
(208) 334-2852
Fax: (208) 334-2282

**Certification:** I hereby certify that the information contained herein is a true, complete, and correct statement in accordance with Section 67-6624, Idaho Code.

Paul Bunyon
Signature

Director
Title

6/15/08
Date